AR326: Creating and Maintaining Deposits

Instructor Led Training

Lesson 1: Understanding Deposits

Introduction

Welcome

Welcome to Cardinal Training!

This training provides employees with the skills and information necessary to use Cardinal. It is not intended to replace existing Commonwealth and/or agency policies.

By now, you have completed all prerequisite courses for this course and discovered the different functional areas and modules included in Cardinal. In this course, we will walk you through the deposits processes in Cardinal.

Lesson 1: Understanding Deposits

Introduction

Introduction

In the Cardinal Overview, you learned that the Accounts Receivable functional area of Cardinal is composed of three modules:

Customers

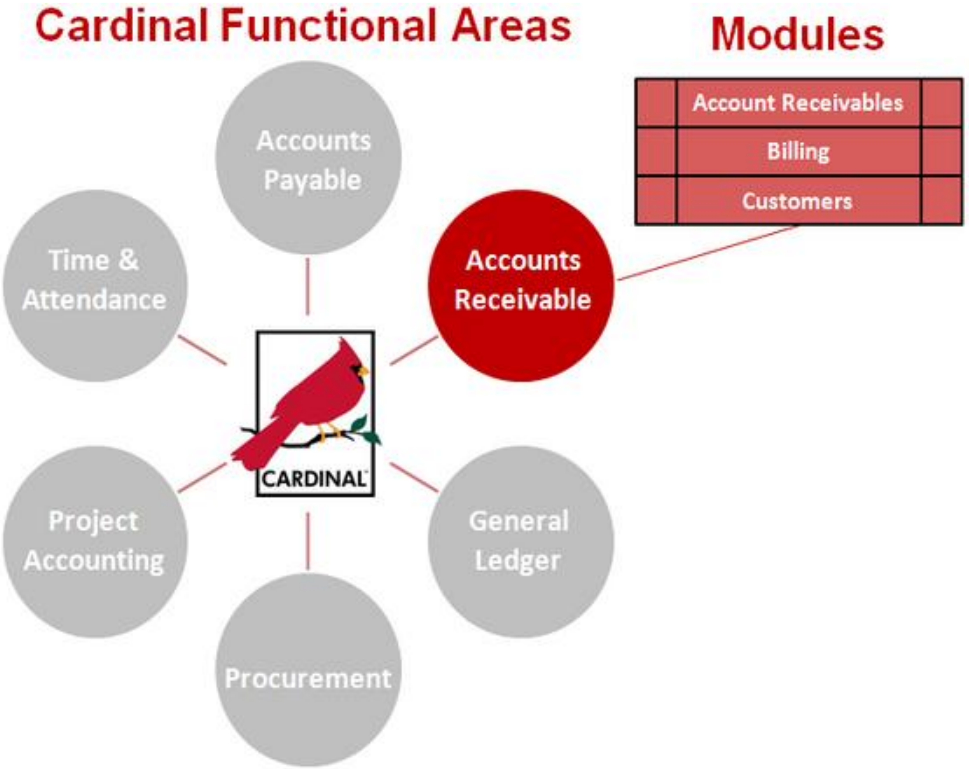
The Customers module stores customer and contact information for use in Billing, Accounts Receivable, and other modules.

Billing

The Billing module involves creating invoices, reviewing and validating invoices, and managing billing and distribution cycles.

Accounts Receivable

The Accounts Receivable module automates item processing to ensure timely and accurate payment for goods and services.


Cardinal Functional Areas
Modules
Account Receivables
Billing
Customers
Accounts Payable
Time & Attendance
Accounts Receivable
CARDINAL
Project Accounting
General Ledger
Procurement

Lesson 1: Understanding Deposits

Introduction

Course Objectives

After completing this course, you will be able to:

- Define basic deposits terms
- List the different types of payments that can be entered into Cardinal
- Explain how maintaining deposits fits into the end-to-end process for Cardinal
- Explain how vendor processing integrates with Accounts Receivable
- Explain how deposits interfaces with other systems outside of Cardinal
- List the roles involved in the deposits process and describe tasks that each role performs
- Describe key reports and queries

Assessment questions at the end of each topic and/or lesson will check for your understanding.

Lesson 1: Understanding Deposits

Introduction

Agenda

Today, we will cover the following lessons:

- Lesson 1: Understanding Deposits
- Lesson 2: Entering a Payment
- Lesson 3: Processing a Payment
- Lesson 4: Finalizing a Deposit
- Lesson 5: Deposits Reports, Queries, and Online Inquiries
- Lesson 6: Deposits Hands-On Practice

Lesson 1: Understanding Deposits

Introduction

Lesson Topics

In this lesson, you will learn about the following topics:

- Key Terms
- Key Concepts
- Process and Roles
- Integration and Interfaces

Lesson 1: Understanding Deposits

Topic 1: Key Terms

Key Terms

- **Deposits**: Payments that are being processed. A payment can be applied to multiple items for a single customer or to multiple items for different customers.
- **Payment**: Funds from a customer that are applied towards an open item. A Payment and Direct Journal can be applied to multiple items for a single customer or multiple items for different customers.
- **Electronic payment**: Payments from EDI transmissions and EFT payment files that are routed to the treasury.
- **Direct journal payments**: Payments that do not correspond to open items. Cardinal refers to these payments as directly journaled entry payments and treats them as miscellaneous cash receipts. These receipts are not associated with a customer and are not applied to any item.

Lesson 1: Understanding Deposits

Topic 1: Key Terms

Key Terms (Continued)

- **Payment Status**: Code that identifies a payment's status as it is processed. The status depends on the payment entry method that was used and the way in which the payment was last processed. Possible payment status codes include PND (Pending), RDY (Ready) and INV (Invoiced).
- **Payment Predictor**: The process that matches payments to open items and creates payment worksheets
- **Worksheet:** Tool that provides a way to apply a payment to items in Cardinal. If a payment does not match an open item 100%, a worksheet is created in order to apply the payment.

Lesson 1: Understanding Deposits

Topic 1: Key Terms

Key Terms (Continued)

- **Deposit ID:** The unique key reference for deposits in Cardinal. This number is associated with one deposit and can be used as a lookup to view details of a deposit, including control totals and status.
- **Deposit Certificate Number:** This number is manually entered into the Custom Deposit Process page by a manager and is the number associated with a group of deposit IDs generated in Cardinal. This number is then interfaced to DOA and sent to the Treasury.
- **Budget Check:** The process of checking transactions against budget ledgers to see if they pass, fail, or pass with a warning.
- **Deposit Type:** Value that represents the method of payment (i.e. cash, check, etc.). Deposit Types must be set up when entering a deposit online.

Lesson 1: Understanding Deposits

Topic 2: Key Concepts

Key Concepts

Some key concepts in creating and maintaining deposits include:

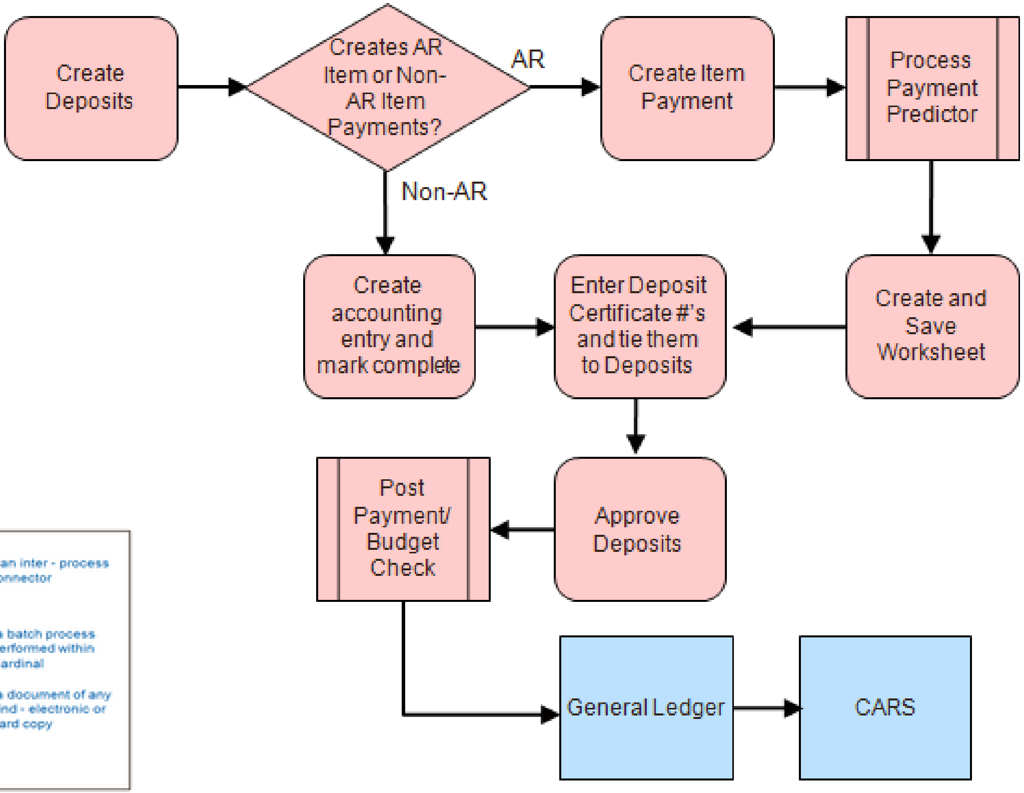
- The payment predictor process can be used to create and save a worksheet. If a payment cannot be matched using payment predictor, a manual payment worksheet is used.
- Worksheets only need to be created for payments that cannot be matched by payment predictor.
- The deposit certificate process batches and records deposit certificate numbers in Cardinal. Cardinal sends deposit information to CARS.
- The deposit certificate process does not allow deposits to be posted in CARS before being posted in Cardinal. The approval process posts payments and sends deposits to CARS via interface.
- The person designated to approve deposits completes the deposit certificate page in Cardinal and sends the payments/deposits to post.

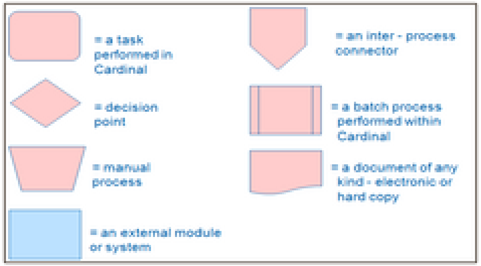
Lesson 1: Understanding Deposits

Topic 3: Process and Roles

Deposits Process

The Deposits business process involves entering payment information received by multiple sources, processing payments, finalizing a deposit, and posting and reconciling a payment. Deposit information can be entered manually online.


Create Deposits
Creates AR Item or Non-AR Item Payments?
AR
Create Item Payment
Process Payment Predictor
Non-AR
Create accounting entry and mark complete
Enter Deposit Certificate #'s and tie them to Deposits
Create and Save Worksheet
Post Payment/ Budget Check
Approve Deposits
General Ledger
CARS


= a task performed in Cardinal
= an inter - process connector
= decision point
= a batch process performed within Cardinal
= manual process
= a document of any kind - electronic or hard copy
= an external module or system

Lesson 1: Understanding Deposits

Topic 3: Process and Roles

Roles

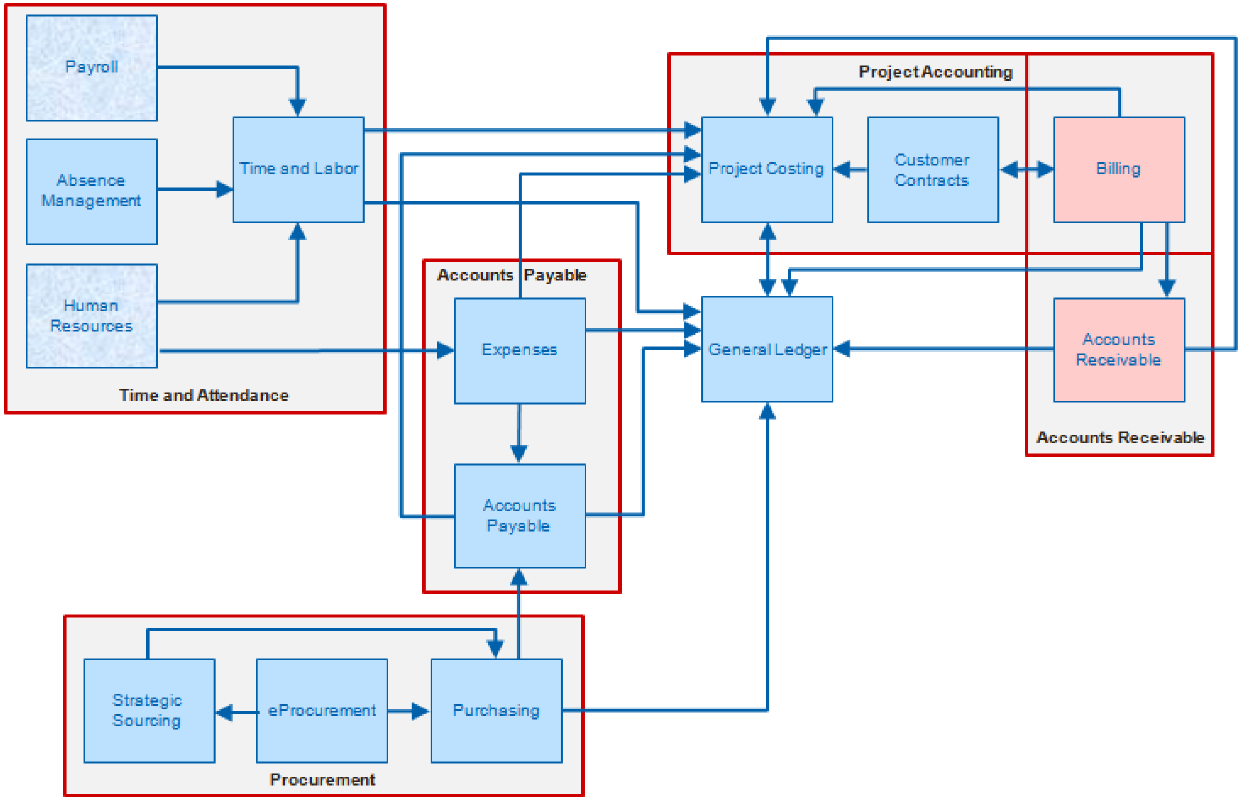
Module	Role Name	Functional Description
Accounts Receivable	Accounts Receivable Fiscal Manager	This role has access to perform all Accounts Receivable and Billing functions. In addition, this role has access to: • Make adjustments and corrections
Accounts Receivable	Accounts Receivable Specialist	This is the basic Accounts Receivable role. This role has access to: • Review item information • Perform item maintenance (adjust and transfer) • Update customer information
Accounts Receivable	Accounts Receivable Supervisor	This role has access to everything the Accounts Receivable Specialist role has. In addition, this role has access to: • Approve adjustments
Accounts Receivable	Funds Receipts Manager	This role has access to everything the Funds Receipts Processor role has. In addition, this role has access to: • Run Payment Predictor • Group and approve deposits with a custom deposit certificate transaction to CARS
Accounts Receivable	Funds Receipts Processor	This role has access to: • Enter payments and deposits • Apply payments to a customer's items using a worksheet • Enter directly journaled payments

Lesson 1: Understanding Deposits

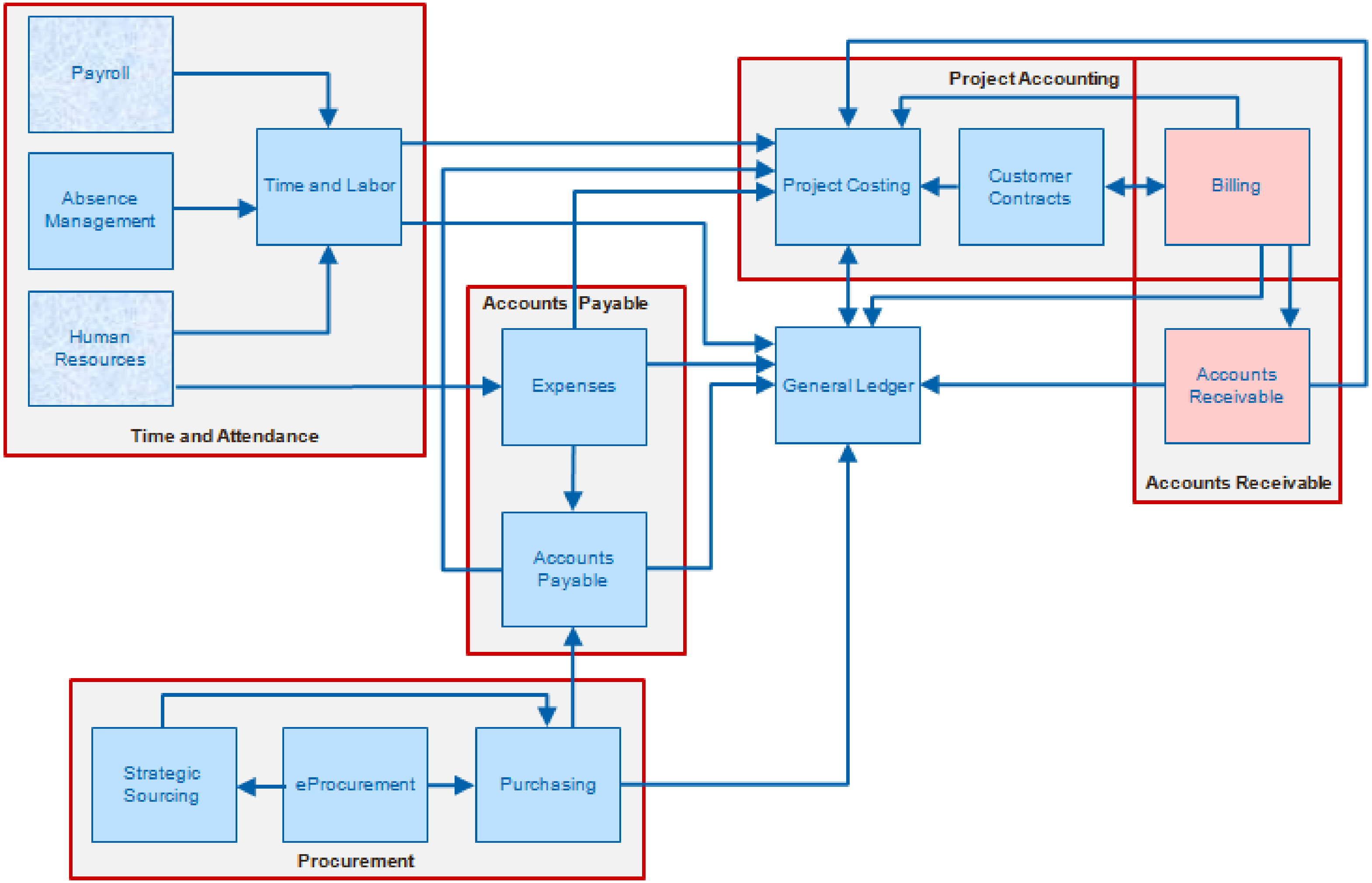
Topic 4: Integration and Interfaces

Integration and Interfaces with Billing and Accounts Receivable

Accounts Receivable shares deposit information through its integration with General Ledger and interfaces with external systems as well.


Payroll
Absence Management
Human Resources
Time and Labor
Time and Attendance
Project Accounting
Project Costing
Customer Contracts
Billing
Accounts Payable
Expenses
Accounts Payable
General Ledger
Accounts Receivable
Accounts Receivable
Strategic Sourcing
eProcurement
Purchasing
Procurement

Lesson 1: Understanding Deposits

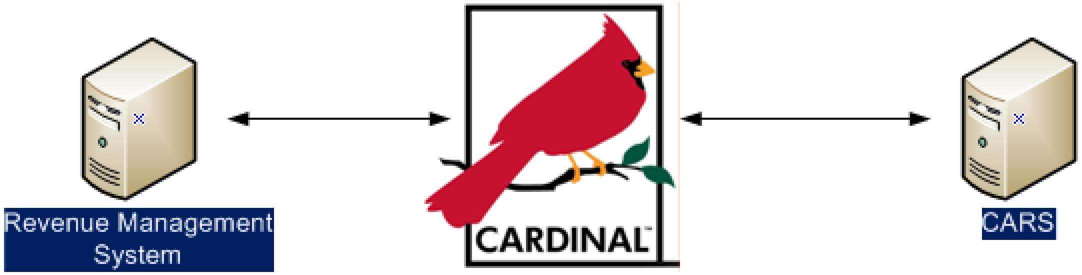

Payroll
Absence Management
Time and Labor
Human Resources
Time and Attendance
Project Accounting
Project Costing
Customer Contracts
Billing
Accounts Payable
Expenses
Accounts Payable
General Ledger
Accounts Receivable
Accounts Receivable
Strategic Sourcing
eProcurement
Purchasing
Procurement

Lesson 1: Understanding Deposits

Topic 4: Integration and Interfaces

Interface with CARS

Entering funds receipts and applying payments in Cardinal interfaces with CARS to send an electronic receipt of information about funds for recording reimbursements and reducing receivables.

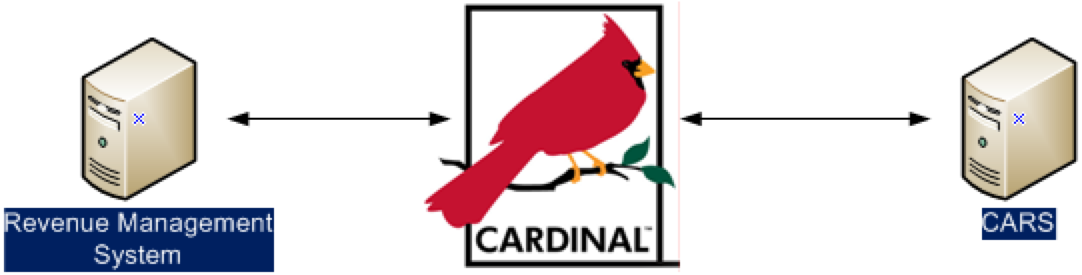

Revenue Management System
CARDINAL
CARS

Lesson 1: Understanding Deposits

Topic 4: Integration and Interfaces

Interface with Integrated Revenue Management System

The Department of Taxation will return funds receipt information about individual debts referred to the Debt Setoff process.


Revenue Management System
CARDINAL
CARS

Lesson 1: Understanding Deposits

Lesson Checkpoint

Lesson Checkpoint

Now is your opportunity to check your understanding of the course material.

Lesson 1: Understanding Deposits

Lesson Checkpoint

Lesson Checkpoint

Now is your opportunity to check your understanding of the course material.

Terms	Integration/Interfaces	Roles
1pt	1pt	1pt
2pts	2pts	2pts
3pts	3pts	3pts

Lesson 1: Understanding Deposits

Lesson Summary

Lesson Summary

In this lesson, you learned :

- To recognize key terms in the deposits process and explain their meaning
- The key concepts in the deposits process
- The ways that the deposits process integrates with other modules in Cardinal and interfaces with external systems

Lesson 2: Entering a Payment

Introduction

Lesson Objectives

After completing this lesson, you will be able to:

- Describe the process for receiving payments
- Enter different types of payments into Cardinal

Lesson 2: Entering a Payment

Introduction

Lesson Topics

In this lesson, you will learn about the following topics:

- Receive Payments
- Receive Payments for Direct Journal
- Enter Payments
- Enter a Direct Journal Payment

Lesson 2: Entering a Payment

Topic 1: Entering a Payment

Entering a Payment

The receipt of payments initiates the creation of a deposit in Cardinal. Various forms of payment such as cash, checks, third party receipts, and electronic funds transfers may be received. A separate deposit is created for each method of payment. This aids Treasury in reconciliation with the bank.

Lesson 2: Entering a Payment

Topic 1: Entering a Payment

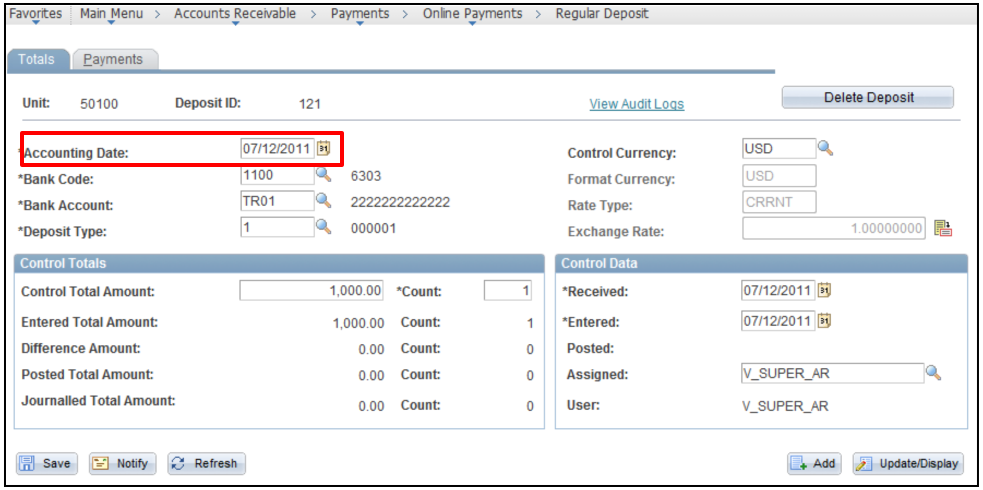
Enter an Item Payment

Users may enter identifying information for payments related to receivable items. Item IDs or Customer IDs are entered to aid application of payments against the appropriate receivable balances. The more information you can provide on this page, the easier it will be to work with the payment worksheet.

Payments may or may not correspond to an open AR item. If the payment corresponds to an AR item, then after information is entered into Cardinal, the Funds Receipt Manager and Processor will create and save a worksheet.

Use the **Accounting Date** field to enter the accounting date for each payment and for all pending items created from the payment. You can override the date on the **Regular Deposit - Payments** page.

Cardinal validates the accounting date to make sure it falls within the open period for the business unit and transaction type as defined on the **Open Period** page for the business unit.


Favorites
Main Menu > Accounts Receivable > Payments > Online Payments > Regular Deposit
Totals
Payments
View Audit Logs
Delete Deposit
Control Totals
Control Data
Save
Notify
Refresh
Add
Update/Display

Unit: 50100
Deposit ID: 121

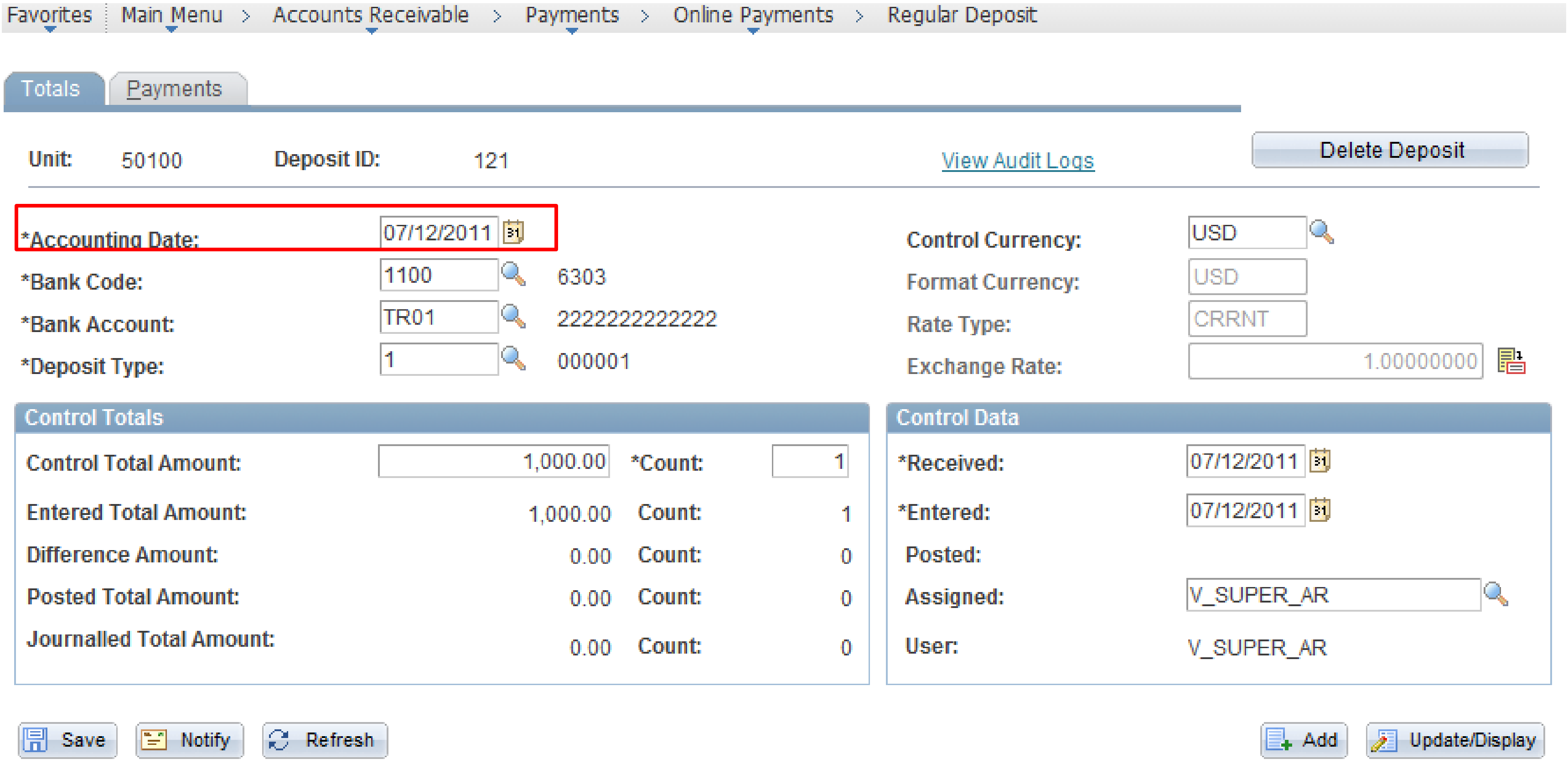
*Accounting Date: 07/12/2011
*Bank Code: 1100 6303
*Bank Account: TR01 2222222222222
*Deposit Type: 1 000001

Control Currency: USD
Format Currency: USD
Rate Type: CRRNT
Exchange Rate: 1.00000000

Control Total Amount:	1,000.00	*Count:	1
Entered Total Amount:	1,000.00	Count:	1
Difference Amount:	0.00	Count:	0
Posted Total Amount:	0.00	Count:	0
Journalled Total Amount:	0.00	Count:	0

*Received: 07/12/2011
*Entered: 07/12/2011
Posted:
Assigned: V_SUPER_AR
User: V_SUPER_AR

Lesson 2: Entering a Payment


Favorites
Main Menu > Accounts Receivable > Payments > Online Payments > Regular Deposit
Totals
Payments
View Audit Logs
Delete Deposit
Control Totals
Control Data
Save
Notify
Refresh
Add
Update/Display

Unit: 50100 Deposit ID: 121

*Accounting Date: 07/12/2011

*Bank Code: 1100 6303

*Bank Account: TR01 2222222222222

*Deposit Type: 1 000001

Control Currency: USD

Format Currency: USD

Rate Type: CRRNT

Exchange Rate: 1.00000000

Control Total Amount:	1,000.00	*Count:	1
Entered Total Amount:	1,000.00	Count:	1
Difference Amount:	0.00	Count:	0
Posted Total Amount:	0.00	Count:	0
Journalled Total Amount:	0.00	Count:	0

*Received: 07/12/2011

*Entered: 07/12/2011

Posted:

Assigned: V_SUPER_AR

User: V_SUPER_AR

Lesson 2: Entering a Payment

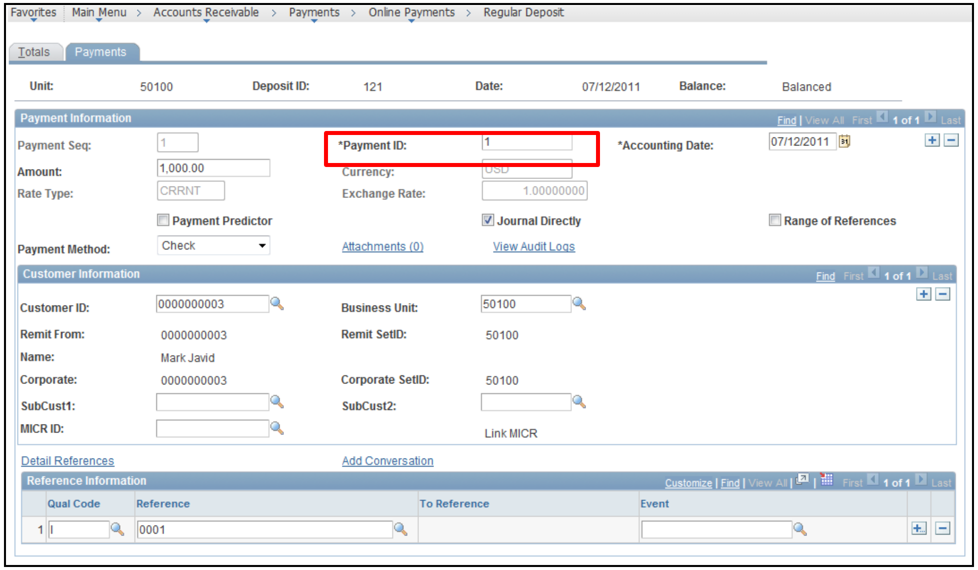
Topic 1: Entering a Payment

Enter a Direct Journal Payment

You may receive payments that do not correspond to open items (non-receivable payments), such as employee travel advance reimbursement.

Cardinal refers to these payments as directly journaled payments because you can create accounting entries for them without applying them to an item. Use the **Payment ID** field to identify a payment. You can enter the check number or any other identifying number.

Cardinal treats these items as miscellaneous cash receipts. These receipts are not associated with a customer and they are not applied to any item.


Favorites | Main Menu > Accounts Receivable > Payments > Online Payments > Regular Deposit
Totals
Payments
Find | View All First 1 of 1 Last
Attachments (0)
View Audit Logs
Find First 1 of 1 Last
Detail References
Add Conversation
Customize | Find | View All | First 1 of 1 Last

Unit: 50100 Deposit ID: 121 Date: 07/12/2011 Balance: Balanced

Payment Information

Payment Seq: 1
*Payment ID: 1
*Accounting Date: 07/12/2011
Amount: 1,000.00
Currency: USD
Rate Type: CRRNT
Exchange Rate: 1.00000000
☐ Payment Predictor
☑ Journal Directly
☐ Range of References
Payment Method: Check

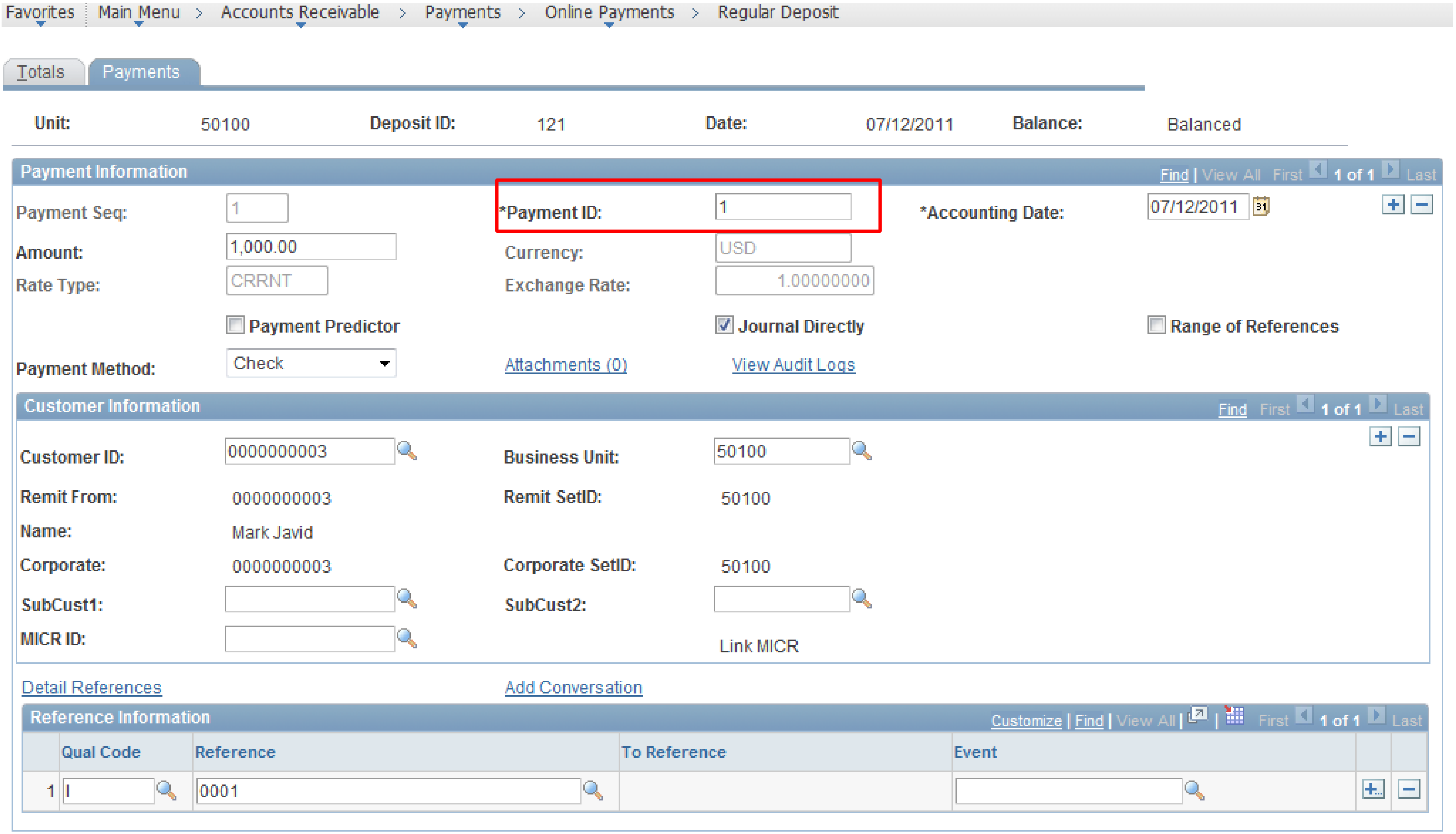
Customer Information

Customer ID: 0000000003
Business Unit: 50100
Remit From: 0000000003
Remit SetID: 50100
Name: Mark Javid
Corporate: 0000000003
Corporate SetID: 50100
SubCust1:
SubCust2:
MICR ID:
Link MICR

Reference Information

	Qual Code	Reference	To Reference	Event
1	I	0001		

Lesson 2: Entering a Payment


Favorites
Main Menu
Accounts Receivable
Payments
Online Payments
Regular Deposit
Totals
Payments

Unit: 50100 Deposit ID: 121 Date: 07/12/2011 Balance: Balanced

Payment Information

Find | View All First 1 of 1 Last

Payment Seq: 1
*Payment ID: 1
*Accounting Date: 07/12/2011
Amount: 1,000.00
Currency: USD
Rate Type: CRRNT
Exchange Rate: 1.00000000
☐ Payment Predictor ☑ Journal Directly ☐ Range of References
Payment Method: Check

Attachments (0)
View Audit Logs

Customer Information

Find First 1 of 1 Last

Customer ID: 0000000003
Business Unit: 50100
Remit From: 0000000003
Remit SetID: 50100
Name: Mark Javid
Corporate: 0000000003
Corporate SetID: 50100
SubCust1:
SubCust2:
MICR ID:
Link MICR

Detail References
Add Conversation

Reference Information

Customize | Find | View All | First 1 of 1 Last

	Qual Code	Reference	To Reference	Event
1	I	0001		

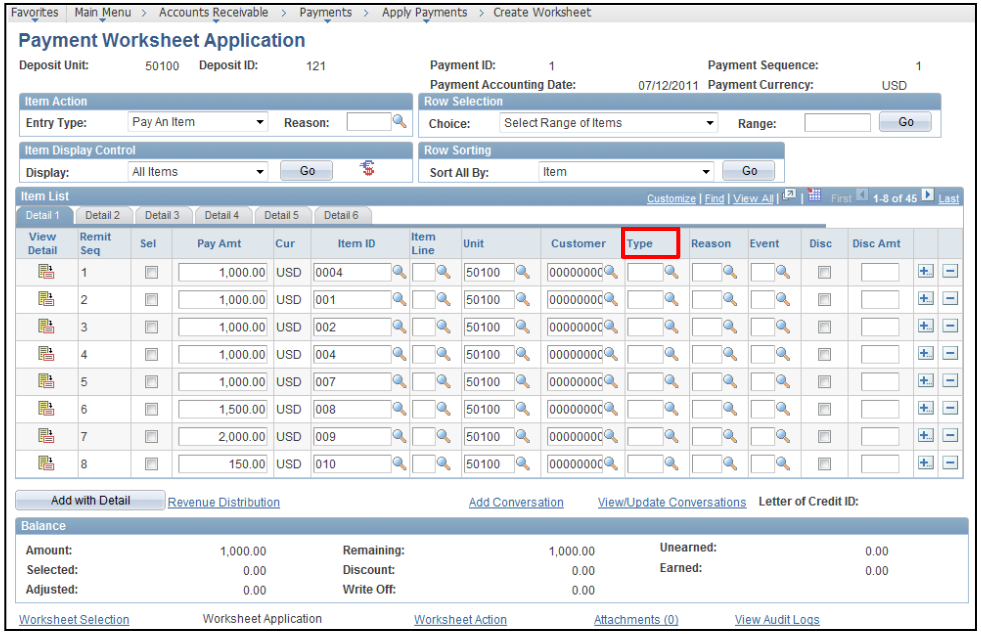
Lesson 2: Entering a Payment

Topic 1: Entering a Payment

Enter a Partial Payment or an Overpayment

Occasionally, a partial payment or an overpayment is received and needs to be entered into Cardinal. The initial steps for entering a partial payment or overpayment are the same as those for entering a regular payment.

In addition to the standard information for entering a payment into Cardinal, you will need to create an On Account (OA) line **Type** to store the excess funds on the payment worksheet.


Favorites
Main Menu > Accounts Receivable > Payments > Apply Payments > Create Worksheet
Go
Go
Go
Customize | Find | View All
First 1-8 of 45 Last
Detail 1
Detail 2
Detail 3
Detail 4
Detail 5
Detail 6
Add with Detail
Revenue Distribution
Add Conversation
View/Update Conversations
Worksheet Selection
Worksheet Application
Worksheet Action
Attachments (0)
View Audit Logs

Payment Worksheet Application

Deposit Unit: 50100 **Deposit ID:** 121 **Payment ID:** 1 **Payment Sequence:** 1

Payment Accounting Date: 07/12/2011 **Payment Currency:** USD

Item Action

Entry Type: Pay An Item **Reason:**

Row Selection

Choice: Select Range of Items **Range:**

Item Display Control

Display: All Items

Row Sorting

Sort All By: Item

Item List

View Detail	Remit Seq	Sel	Pay Amt	Cur	Item ID	Item Line	Unit	Customer	Type	Reason	Event	Disc	Disc Amt
	1	☐	1,000.00	USD	0004		50100	0000000				☐	
	2	☐	1,000.00	USD	001		50100	0000000				☐	
	3	☐	1,000.00	USD	002		50100	0000000				☐	
	4	☐	1,000.00	USD	004		50100	0000000				☐	
	5	☐	1,000.00	USD	007		50100	0000000				☐	
	6	☐	1,500.00	USD	008		50100	0000000				☐	
	7	☐	2,000.00	USD	009		50100	0000000				☐	
	8	☐	150.00	USD	010		50100	0000000				☐	

Letter of Credit ID:

Balance

Amount:	1,000.00	**Remaining:**	1,000.00	**Unearned:**	0.00
Selected:	0.00	**Discount:**	0.00	**Earned:**	0.00
Adjusted:	0.00	**Write Off:**	0.00		

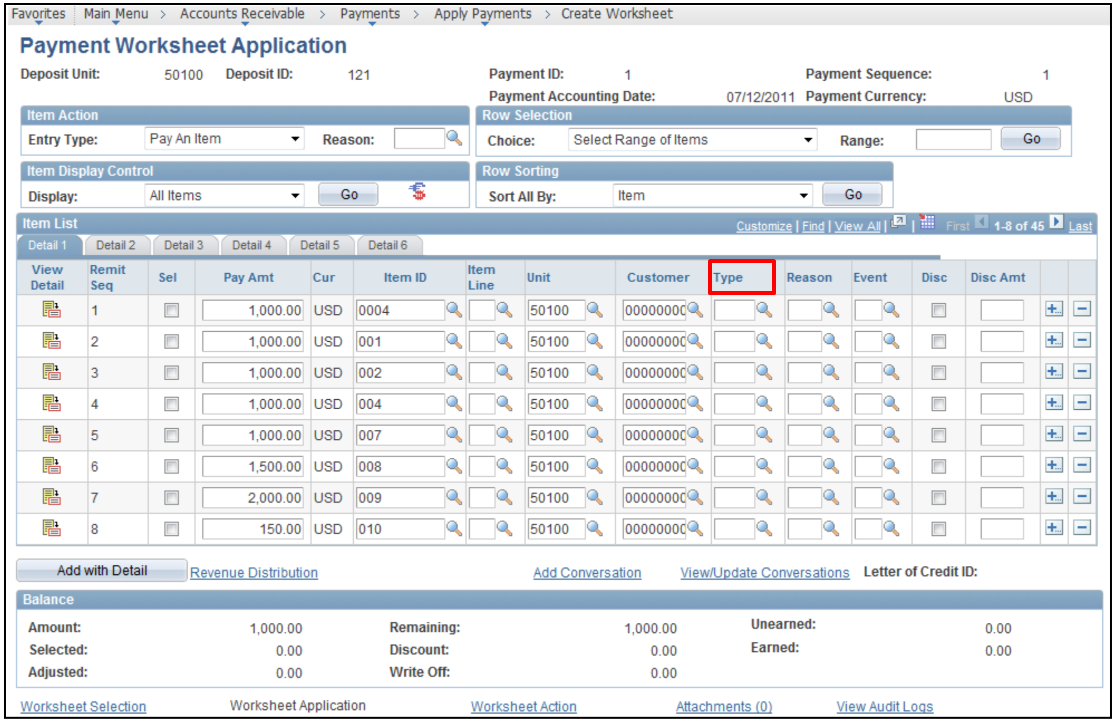
Lesson 2: Entering a Payment

Topic 1: Entering a Payment

Enter a Pre-Payment and On-Account Payment

When a payment is received for an item that does not exist in Cardinal, you must create a Pre-Payment or On-Account worksheet.

- If the payment is associated with a project, create a Pre-Payment. Payments associated with projects should not be direct journaled. If the payment is not associated with a project, enter an On-Account payment.
- You can specify if the item is a Pre-Payment or On-Account in the **Type** column next to the **Customer ID**.


Favorites | Main Menu > Accounts Receivable > Payments > Apply Payments > Create Worksheet

Payment Worksheet Application

Deposit Unit: 50100 Deposit ID: 121

Payment ID: 1

Payment Accounting Date: 07/12/2011

Payment Sequence: 1

Payment Currency: USD

Item Action

Entry Type: Pay An Item Reason:

Row Selection

Choice: Select Range of Items Range:

Item Display Control

Display: All Items

Row Sorting

Sort All By: Item

Go
Item List
Customize | Find | View All
First 1-8 of 45 Last
Detail 1
Detail 2
Detail 3
Detail 4
Detail 5
Detail 6

View Detail	Remit Seq	Sel	Pay Amt	Cur	Item ID	Item Line	Unit	Customer	Type	Reason	Event	Disc	Disc Amt		
	1	☐	1,000.00	USD	0004		50100	00000000				☐		+	−
	2	☐	1,000.00	USD	001		50100	00000000				☐		+	−
	3	☐	1,000.00	USD	002		50100	00000000				☐		+	−
	4	☐	1,000.00	USD	004		50100	00000000				☐		+	−
	5	☐	1,000.00	USD	007		50100	00000000				☐		+	−
	6	☐	1,500.00	USD	008		50100	00000000				☐		+	−
	7	☐	2,000.00	USD	009		50100	00000000				☐		+	−
	8	☐	150.00	USD	010		50100	00000000				☐		+	−

Add with Detail
Revenue Distribution
Add Conversation
View/Update Conversations

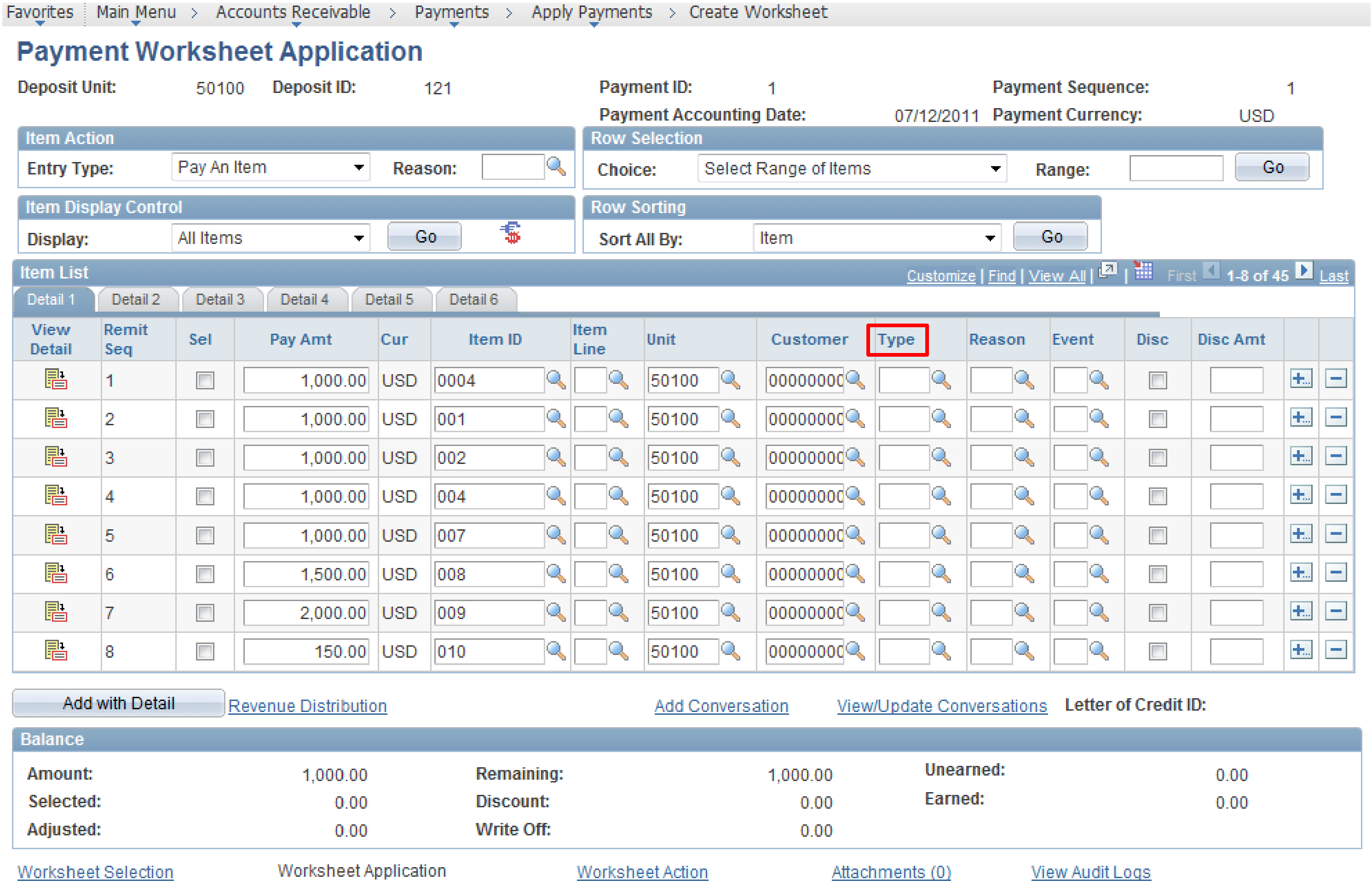
Letter of Credit ID:

Balance

Amount:	1,000.00	Remaining:	1,000.00	Unearned:	0.00
Selected:	0.00	Discount:	0.00	Earned:	0.00
Adjusted:	0.00	Write Off:	0.00		

Worksheet Selection
Worksheet Application
Worksheet Action
Attachments (0)
View Audit Logs

Lesson 2: Entering a Payment


Favorites | Main Menu > Accounts Receivable > Payments > Apply Payments > Create Worksheet

Payment Worksheet Application

Deposit Unit: 50100 **Deposit ID:** 121 **Payment ID:** 1 **Payment Sequence:** 1

Payment Accounting Date: 07/12/2011 **Payment Currency:** USD

Item Action

Entry Type: Pay An Item **Reason:**

Row Selection

Choice: Select Range of Items **Range:**

Go

Item Display Control

Display: All Items

Go

Row Sorting

Sort All By: Item

Go

Item List

Customize | Find | View All |
First 1-8 of 45 Last
Detail 1
Detail 2
Detail 3
Detail 4
Detail 5
Detail 6

View Detail	Remit Seq	Sel	Pay Amt	Cur	Item ID	Item Line	Unit	Customer	Type	Reason	Event	Disc	Disc Amt		
	1	☐	1,000.00	USD	0004		50100	0000000				☐		+	−
	2	☐	1,000.00	USD	001		50100	0000000				☐		+	−
	3	☐	1,000.00	USD	002		50100	0000000				☐		+	−
	4	☐	1,000.00	USD	004		50100	0000000				☐		+	−
	5	☐	1,000.00	USD	007		50100	0000000				☐		+	−
	6	☐	1,500.00	USD	008		50100	0000000				☐		+	−
	7	☐	2,000.00	USD	009		50100	0000000				☐		+	−
	8	☐	150.00	USD	010		50100	0000000				☐		+	−

Add with Detail
Revenue Distribution
Add Conversation
View/Update Conversations

Letter of Credit ID:

Balance

Amount:	1,000.00	**Remaining:**	1,000.00	**Unearned:**	0.00
Selected:	0.00	**Discount:**	0.00	**Earned:**	0.00
Adjusted:	0.00	**Write Off:**	0.00		

Worksheet Selection
Worksheet Application
Worksheet Action
Attachments (0)
View Audit Logs

Lesson 2: Entering a Payment

Lesson Simulation

Entering a Payment

You are now about to view a simulation on entering a regular payment in Cardinal.

Lesson 2: Entering a Payment

Lesson Summary

Lesson Summary

In this lesson, you learned:

- Users may enter identifying information for payments related to receivable items. Item IDs, or Customer IDs, are entered to aid application of payments against the appropriate receivable balances.
- How to enter different types of payments into Cardinal.
- Payments may or may not correspond to an open AR item. If the payment corresponds to an AR item, then after information is entered into Cardinal, the Funds Receipt Manager and Processor will create and save a worksheet.
- Cardinal refers to these payments as directly journaled payments because you can create accounting entries for them without applying them to an item.
- When a payment is received for an item that does not exist in Cardinal, you must create a Pre-Payment or On-Account worksheet.

Lesson 3: Processing a Payment

Introduction

Lesson Objectives

Upon completion of this lesson, you will be able to:

- Describe the Payment Processing process
- Process payments in Cardinal

Lesson 3: Processing a Payment

Introduction

Lesson Topics

In this lesson, you will learn about the following topics:

- Processing a Payment

Lesson 3: Processing a Payment

Topic 1: Processing a Payment

Processing a Payment

Processing payments involves the processing and applying of payments received and recorded as part of the enter deposits process.

The information included when entering a payment into Cardinal determines how a payment should be processed.

Lesson 3: Processing a Payment

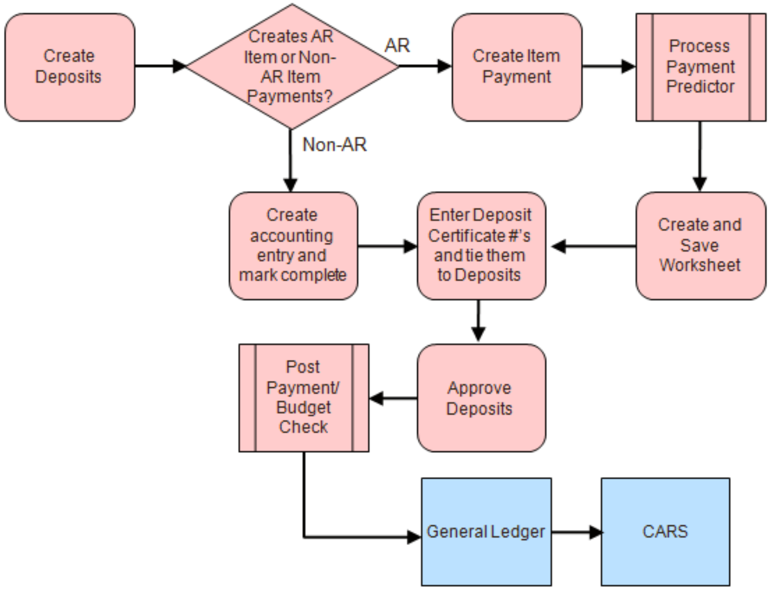
Topic 1: Processing a Payment

Payment Matches AR Open Items

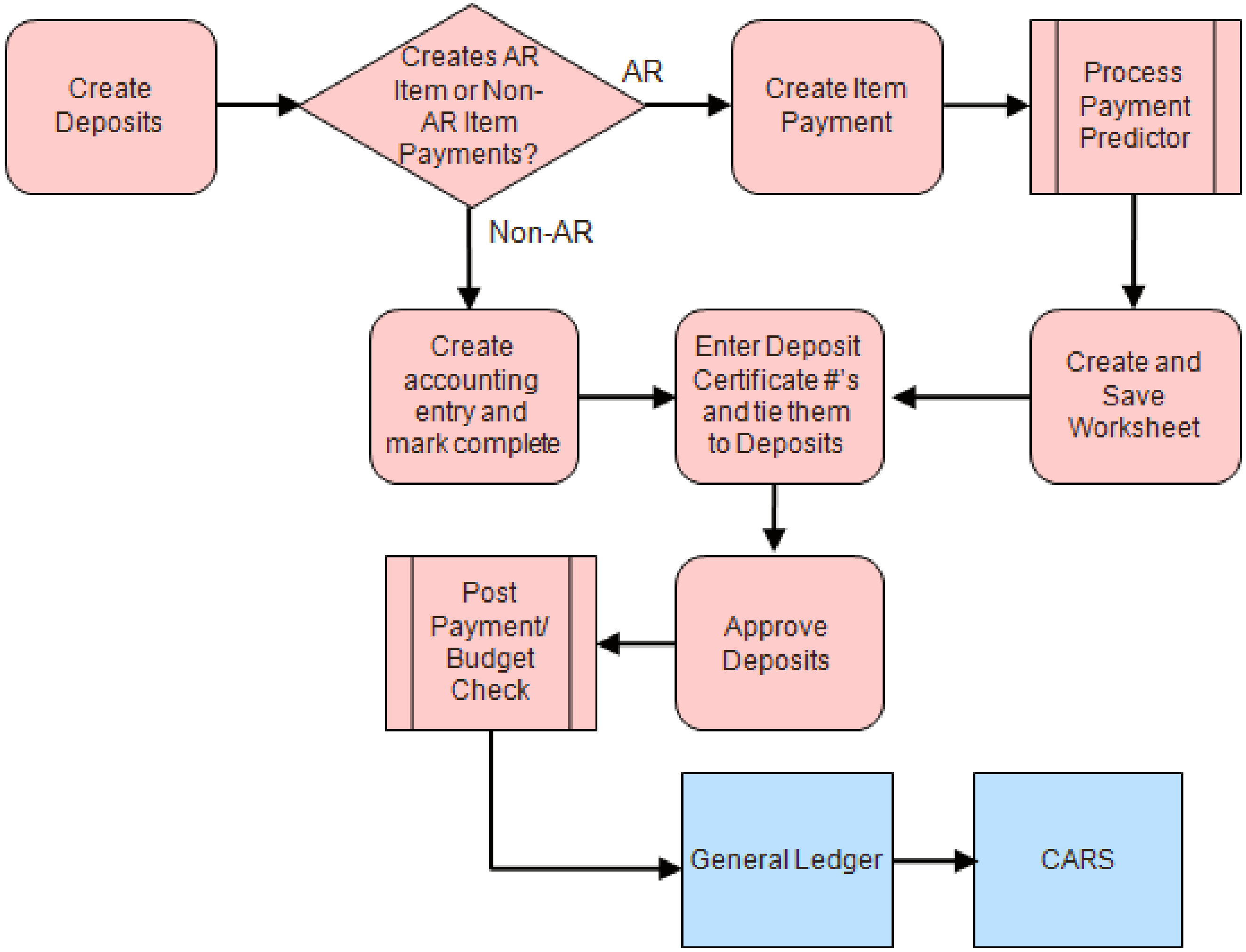
Payment entries with the **Payment Predictor** field (checkbox) selected are processed through the payment predictor batch process.

Only payments that match AR items should go through the payment predictor. The payment predictor automatically matches payments to open items.

Once a payment has been entered and saved, the payment predictor batch process in Cardinal creates and saves a worksheet.


Create Deposits
Creates AR Item or Non-AR Item Payments?
AR
Create Item Payment
Process Payment Predictor
Non-AR
Create accounting entry and mark complete
Enter Deposit Certificate #'s and tie them to Deposits
Create and Save Worksheet
Post Payment/ Budget Check
Approve Deposits
General Ledger
CARS

Lesson 3: Processing a Payment


Create Deposits
Creates AR Item or Non-AR Item Payments?
AR
Non-AR
Create Item Payment
Process Payment Predictor
Create and Save Worksheet
Create accounting entry and mark complete
Enter Deposit Certificate #'s and tie them to Deposits
Approve Deposits
Post Payment/ Budget Check
General Ledger
CARS

Lesson 3: Processing a Payment

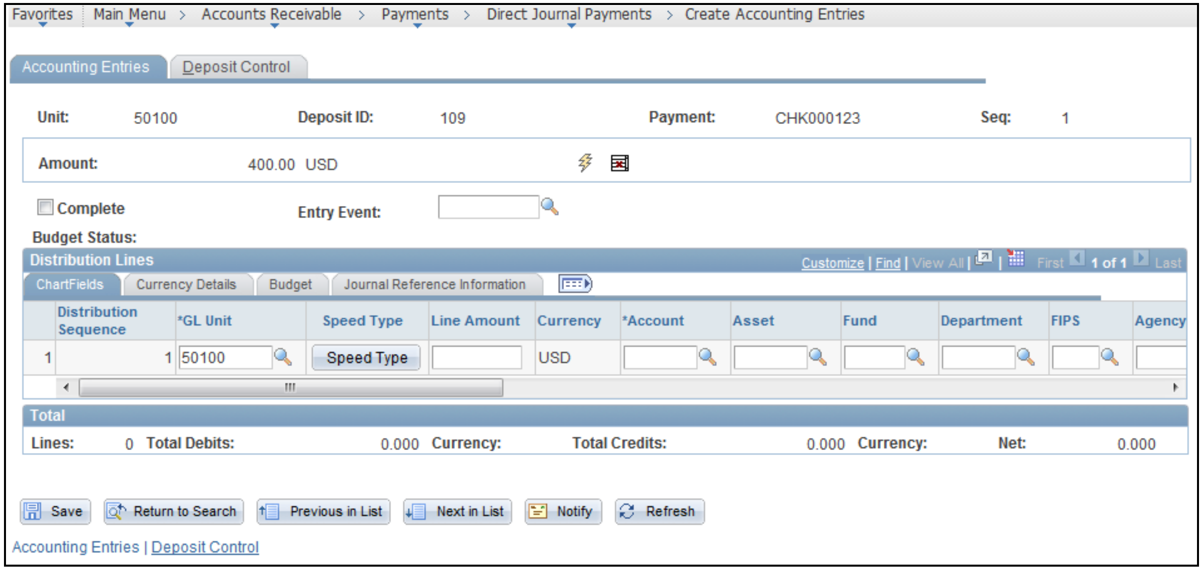
Topic 1: Processing a Payment

Payment Does NOT Match AR Open Items

If you are entering a payment and it does not match to an open item, the payment should be marked for **Direct Journal Payment**.

After saving the payment entry, you need to add items by using the **Create Accounting Entries** page within Cardinal. You then associate the entries with the regular deposit just entered.

Once marked as complete and saved, the payment will be correctly processed by Cardinal.



Favorites | Main Menu > Accounts Receivable > Payments > Direct Journal Payments > Create Accounting Entries
Accounting Entries
Deposit Control
Distribution Lines
ChartFields
Currency Details
Budget
Journal Reference Information
Customize | Find | View All |
First 1 of 1 Last
Save
Return to Search
Previous in List
Next in List
Notify
Refresh
Accounting Entries | Deposit Control

Unit: 50100 **Deposit ID:** 109 **Payment:** CHK000123 **Seq:** 1

Amount: 400.00 USD

☐ **Complete** **Entry Event:**

Budget Status:

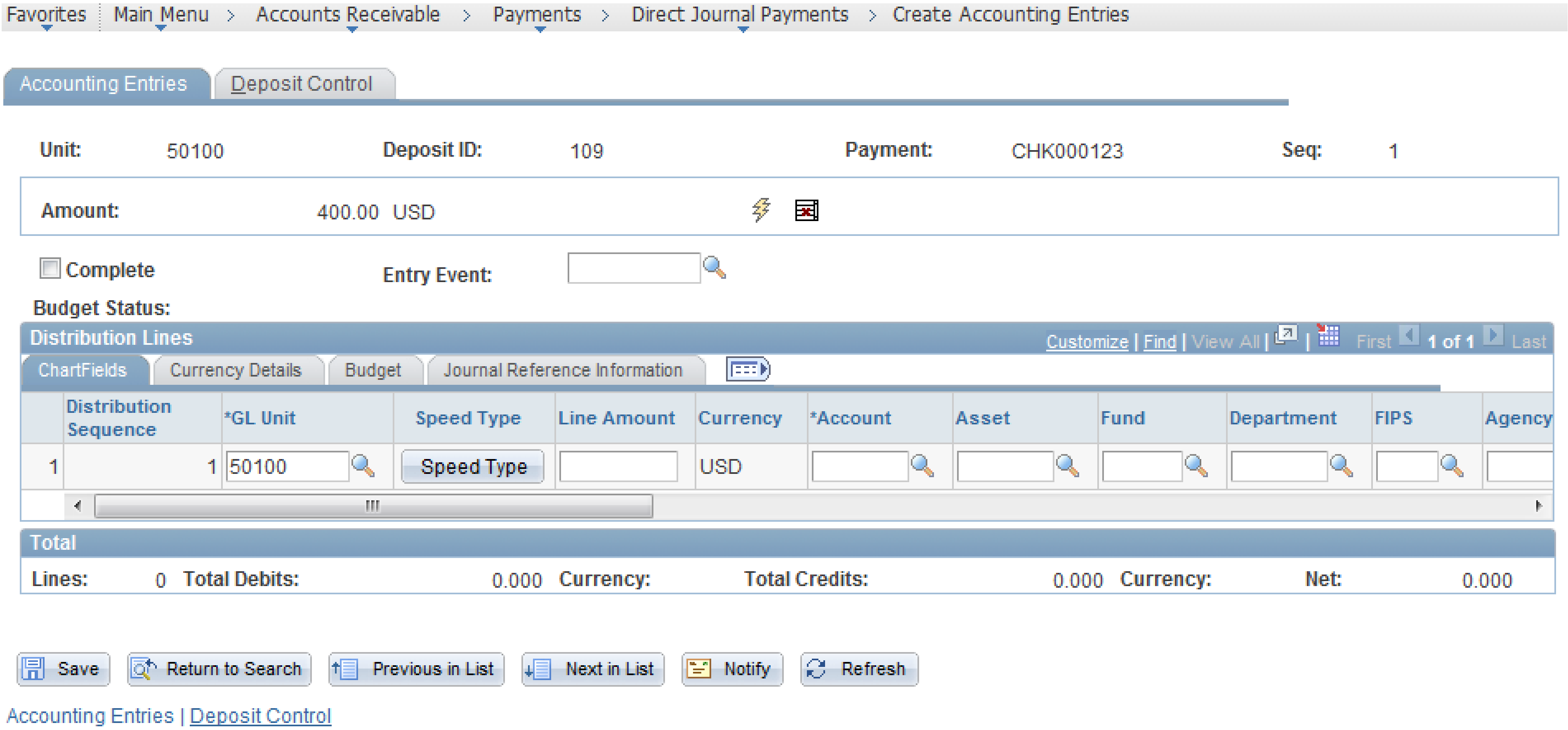
Distribution Lines

	Distribution Sequence	*GL Unit	Speed Type	Line Amount	Currency	*Account	Asset	Fund	Department	FIPS	Agency
1	1	50100	Speed Type		USD						

Total

Lines: 0 **Total Debits:** 0.000 **Currency:** **Total Credits:** 0.000 **Currency:** **Net:** 0.000

Lesson 3: Processing a Payment


Favorites | Main Menu > Accounts Receivable > Payments > Direct Journal Payments > Create Accounting Entries
Accounting Entries
Deposit Control

Unit: 50100 **Deposit ID:** 109 **Payment:** CHK000123 **Seq:** 1

Amount: 400.00 USD

☐ **Complete** **Entry Event:**

Budget Status:

Distribution Lines

Customize | Find | View All | First 1 of 1 Last
ChartFields
Currency Details
Budget
Journal Reference Information

	Distribution Sequence	*GL Unit	Speed Type	Line Amount	Currency	*Account	Asset	Fund	Department	FIPS	Agency
1	1	50100	Speed Type		USD						

Total

Lines: 0 **Total Debits:** 0.000 **Currency:** **Total Credits:** 0.000 **Currency:** **Net:** 0.000

Save
Return to Search
Previous in List
Next in List
Notify
Refresh
Accounting Entries | Deposit Control

Lesson 3: Processing a Payment

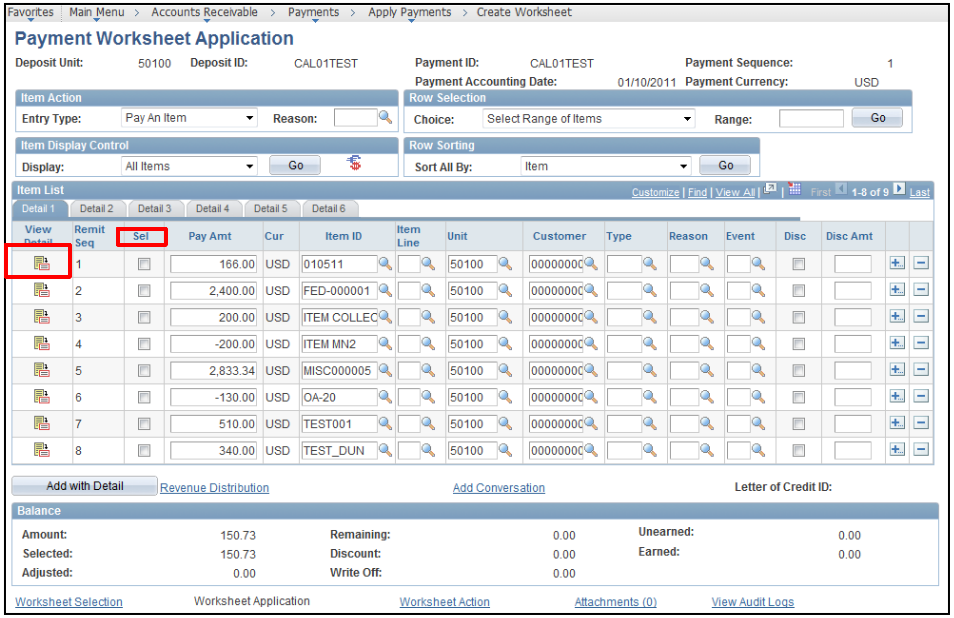
Topic 1: Processing a Payment

Payment Received is a Partial Payment or an Overpayment

If the payment received is a partial payment or an overpayment, a payment worksheet must be manually created using the **Payment Worksheet Application** in order for the payment to be properly processed.

Once you search for the deposit that has the partial or overpayment, you can select the items that need to be adjusted by checking the box in the **Sel** column. To view more detail on the item, you can select the icon in the **View Details** column.

A payment worksheet allows you to apply payments to one or more items. You create worksheets manually.


Favorites | Main Menu > Accounts Receivable > Payments > Apply Payments > Create Worksheet

Payment Worksheet Application

Deposit Unit: 50100 **Deposit ID:** CAL01TEST **Payment ID:** CAL01TEST **Payment Sequence:** 1
Payment Accounting Date: 01/10/2011 **Payment Currency:** USD

Item Action
Entry Type: Pay An Item **Reason:**

Row Selection
Choice: Select Range of Items **Range:**

Item Display Control
Display: All Items

Row Sorting
Sort All By: Item

Go
Go
Go
Item List
Customize | Find | View All |
First
1-8 of 9
Last
Detail 1
Detail 2
Detail 3
Detail 4
Detail 5
Detail 6

View Detail	Remit Seq	Sel	Pay Amt	Cur	Item ID	Item Line	Unit	Customer	Type	Reason	Event	Disc	Disc Amt
	1	☐	166.00	USD	010511		50100	00000000				☐	
	2	☐	2,400.00	USD	FED-000001		50100	00000000				☐	
	3	☐	200.00	USD	ITEM COLLEC		50100	00000000				☐	
	4	☐	-200.00	USD	ITEM MN2		50100	00000000				☐	
	5	☐	2,833.34	USD	MISC000005		50100	00000000				☐	
	6	☐	-130.00	USD	OA-20		50100	00000000				☐	
	7	☐	510.00	USD	TEST001		50100	00000000				☐	
	8	☐	340.00	USD	TEST_DUN		50100	00000000				☐	

Add with Detail
Revenue Distribution
Add Conversation

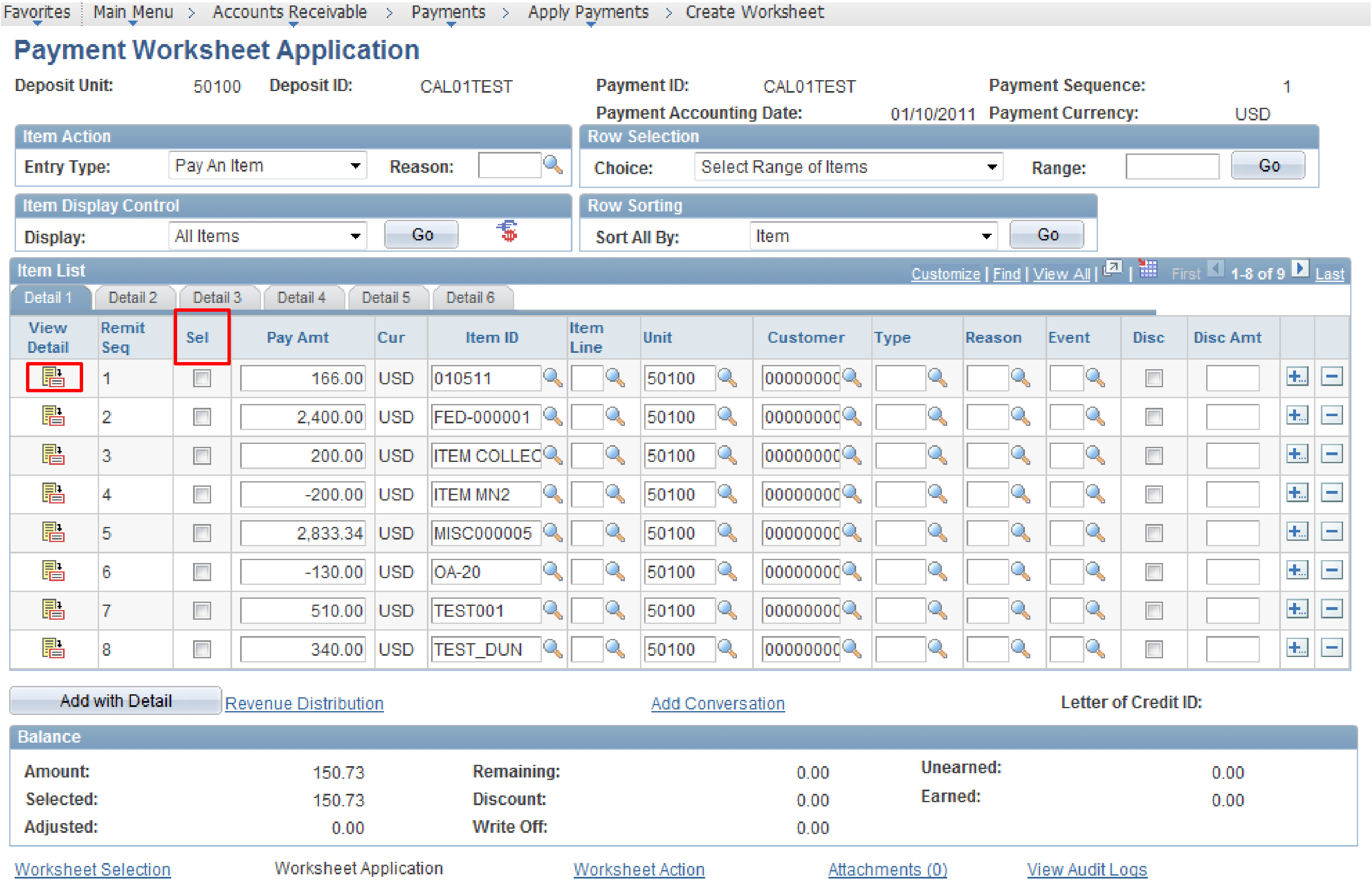
Letter of Credit ID:

Balance

Amount:	150.73	**Remaining:**	0.00	**Unearned:**	0.00
Selected:	150.73	**Discount:**	0.00	**Earned:**	0.00
Adjusted:	0.00	**Write Off:**	0.00		

Worksheet Selection
Worksheet Application
Worksheet Action
Attachments (0)
View Audit Logs

Lesson 3: Processing a Payment



Favorites | Main Menu > Accounts Receivable > Payments > Apply Payments > Create Worksheet

Payment Worksheet Application

Deposit Unit: 50100 **Deposit ID:** CAL01TEST **Payment ID:** CAL01TEST **Payment Sequence:** 1
Payment Accounting Date: 01/10/2011 **Payment Currency:** USD

Item Action
Entry Type: Pay An Item **Reason:**

Row Selection
Choice: Select Range of Items **Range:** Go

Item Display Control
Display: All Items Go

Row Sorting
Sort All By: Item Go

Item List Customize | Find | View All | First 1-8 of 9 Last

Detail 1 | Detail 2 | Detail 3 | Detail 4 | Detail 5 | Detail 6

View Detail	Remit Seq	Sel	Pay Amt	Cur	Item ID	Item Line	Unit	Customer	Type	Reason	Event	Disc	Disc Amt		
	1	☐	166.00	USD	010511		50100	0000000				☐		+	−
	2	☐	2,400.00	USD	FED-000001		50100	0000000				☐		+	−
	3	☐	200.00	USD	ITEM COLLEC		50100	0000000				☐		+	−
	4	☐	-200.00	USD	ITEM MN2		50100	0000000				☐		+	−
	5	☐	2,833.34	USD	MISC000005		50100	0000000				☐		+	−
	6	☐	-130.00	USD	OA-20		50100	0000000				☐		+	−
	7	☐	510.00	USD	TEST001		50100	0000000				☐		+	−
	8	☐	340.00	USD	TEST_DUN		50100	0000000				☐		+	−

Add with Detail | Revenue Distribution | Add Conversation | **Letter of Credit ID:**

Balance

Amount:	150.73	**Remaining:**	0.00	**Unearned:**	0.00
Selected:	150.73	**Discount:**	0.00	**Earned:**	0.00
Adjusted:	0.00	**Write Off:**	0.00		

Worksheet Selection | Worksheet Application | Worksheet Action | Attachments (0) | View Audit Logs

Lesson 3: Processing a Payment

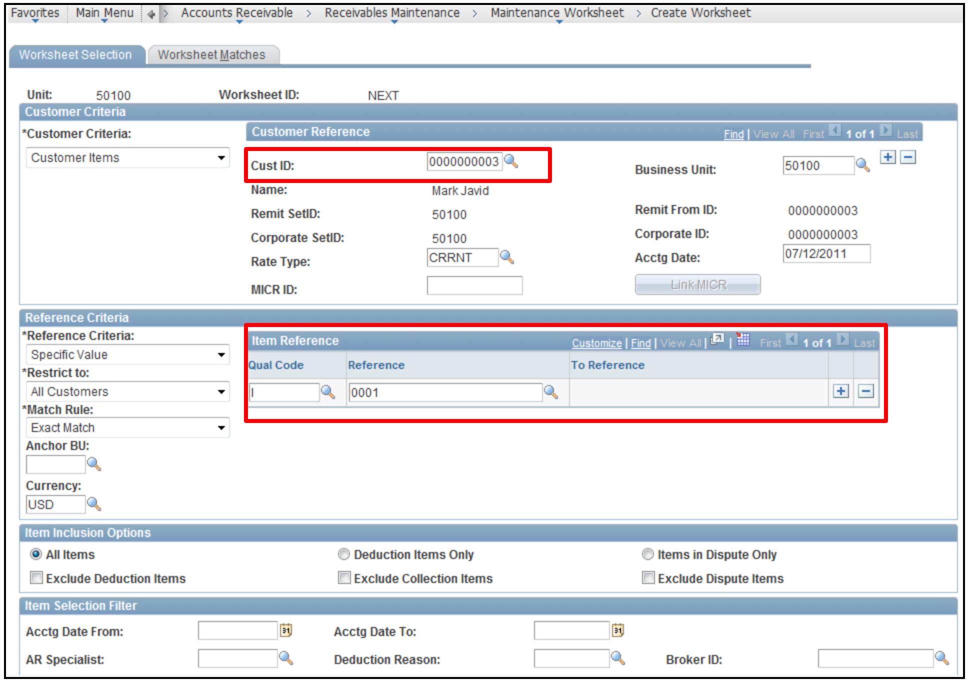
Topic 1: Processing a Payment

Payment Received is a Partial Payment or an Overpayment (Continued)

Upon creation, they will be tied to the original regular payment entry and picked up during processing.

For overpayments, you first create a payment worksheet, and then issue the payee a refund using a **Maintenance Worksheet**. You input the item reference information, which includes the **Customer ID, Qual Code,** and **Reference**. You will also need to manually select **USD** for the currency. Once complete, you can build the worksheet.

After building the worksheet, you select a **Type** and **Reason** (i.e. Refund a Credit) for the overpayment item and **Save**. You then use the information found on **Create Accounting Entries** page to create the Accounts Payable Voucher for the payee.


Favorites
Main Menu
Accounts Receivable > Receivables Maintenance > Maintenance Worksheet > Create Worksheet
Worksheet Selection
Worksheet Matches

Unit: 50100
Worksheet ID: NEXT

Customer Criteria

*Customer Criteria: Customer Items

Customer Reference

Cust ID: 0000000003
Business Unit: 50100
Name: Mark Javid
Remit SetID: 50100
Remit From ID: 0000000003
Corporate SetID: 50100
Corporate ID: 0000000003
Rate Type: CRRNT
Acctg Date: 07/12/2011
MICR ID:

Find | View All First 1 of 1 Last
Link MICR

Reference Criteria

*Reference Criteria: Specific Value
*Restrict to: All Customers
*Match Rule: Exact Match
Anchor BU:
Currency: USD

Item Reference

Qual Code	Reference	To Reference
I	0001	

Customize | Find | View All | First 1 of 1 Last

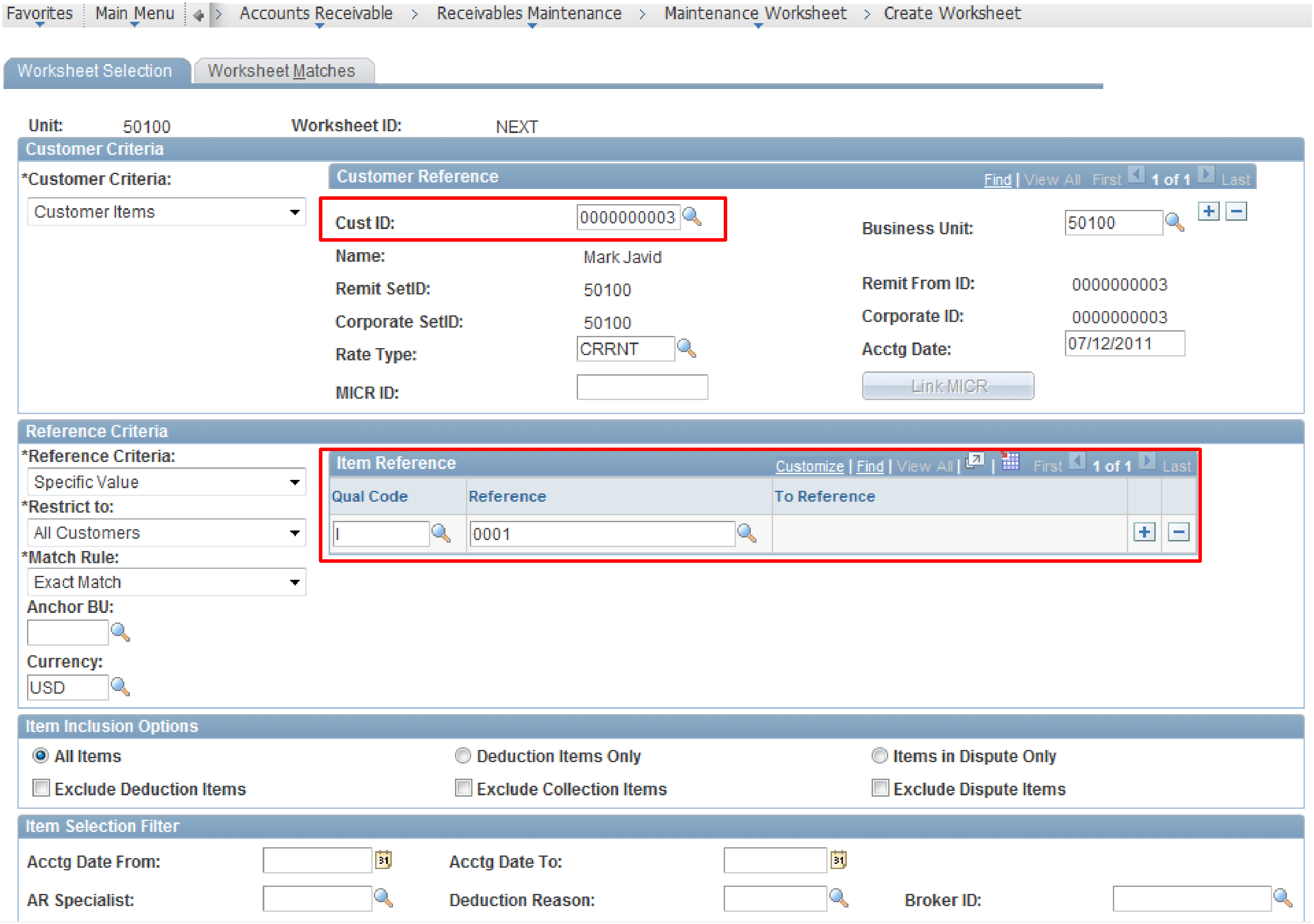
Item Inclusion Options

● All Items ○ Deduction Items Only ○ Items in Dispute Only
☐ Exclude Deduction Items ☐ Exclude Collection Items ☐ Exclude Dispute Items

Item Selection Filter

Acctg Date From:
Acctg Date To:
AR Specialist:
Deduction Reason:
Broker ID:

Lesson 3: Processing a Payment


Favorites | Main Menu > Accounts Receivable > Receivables Maintenance > Maintenance Worksheet > Create Worksheet
Worksheet Selection
Worksheet Matches
Find | View All First 1 of 1 Last
Link MICR
Customize | Find | View All | First 1 of 1 Last

Unit: 50100 Worksheet ID: NEXT

Customer Criteria

*Customer Criteria: Customer Items

Customer Reference

Cust ID:	0000000003	Business Unit:	50100
Name:	Mark Javid		
Remit SetID:	50100	Remit From ID:	0000000003
Corporate SetID:	50100	Corporate ID:	0000000003
Rate Type:	CRRNT	Acctg Date:	07/12/2011
MICR ID:			

Reference Criteria

*Reference Criteria: Specific Value

*Restrict to: All Customers

*Match Rule: Exact Match

Anchor BU:

Currency: USD

Item Reference

Qual Code	Reference	To Reference
I	0001	

Item Inclusion Options

● All Items ○ Deduction Items Only ○ Items in Dispute Only

☐ Exclude Deduction Items ☐ Exclude Collection Items ☐ Exclude Dispute Items

Item Selection Filter

Acctg Date From: Acctg Date To:

AR Specialist: Deduction Reason: Broker ID:

Lesson 3: Processing a Payment

Topic 1: Processing a Payment

Budget Check Payments

After a deposit entry has been added (matching AR items or non-matching AR items), it is budget checked, usually during the nightly batch processing.

The budget checking process updates revenue buckets and creates commitment control budget lines for revenue related entries.

If an expense account is used on the direct journal accounting lines, it will be reflected in the budget activity tables.

Expense accounts are not excluded from budget structures.

Lesson 3: Processing a Payment

Lesson Simulation

Entering a Payment

You are now about to view a simulation on entering a regular payment in Cardinal.

Lesson 3: Processing a Payment

Lesson Summary

Lesson Summary

In this lesson, you learned:

- Processing payments involves the processing and applying of payments received and recorded as part of the enter deposits process.
- Only payments that match AR items should go through the payment predictor. The payment predictor automatically matches payments to open items.
- If you are entering a payment and it does not match to an open item, the payment should be marked for **Direct Journal Payment**.
- If the payment received is a partial payment or an overpayment, a payment worksheet must be manually created using the **Payment Worksheet Application** in order for the payment to be properly processed.
- After a deposit entry has been added (matching AR items or non-matching AR items), it is budget checked, usually during nightly batch processing.

Lesson 4: Finalizing a Deposit

Introduction

Lesson Objectives

After completing this lesson, you will be able to:

- Explain the process and steps involved with finalizing a deposit in Cardinal
- Explain how to post and reconcile a payment in Cardinal
- Explain the deposit certificate process
- Finalize a deposit

Lesson 4: Finalizing a Deposit

Introduction

Lesson Topics

In this lesson, you will learn about the following topics:

- Finalizing a Deposit
- Post and Reconcile a Payment

Lesson 4: Finalizing a Deposit

Topic 1: Finalizing a Deposit

Deposit Certificate Process

Once a deposit has been properly entered, Cardinal generates a report that lists the deposits and their status.

A nightly batch process validates deposits related to an approved deposit certificate for processing to GL.

A manager uses this report to calculate the control amounts and totals, and then enters the **Deposit Certificate Number** and the deposits into the Approve Deposits page. This value should be the sum of the deposit amounts from the individual deposits.

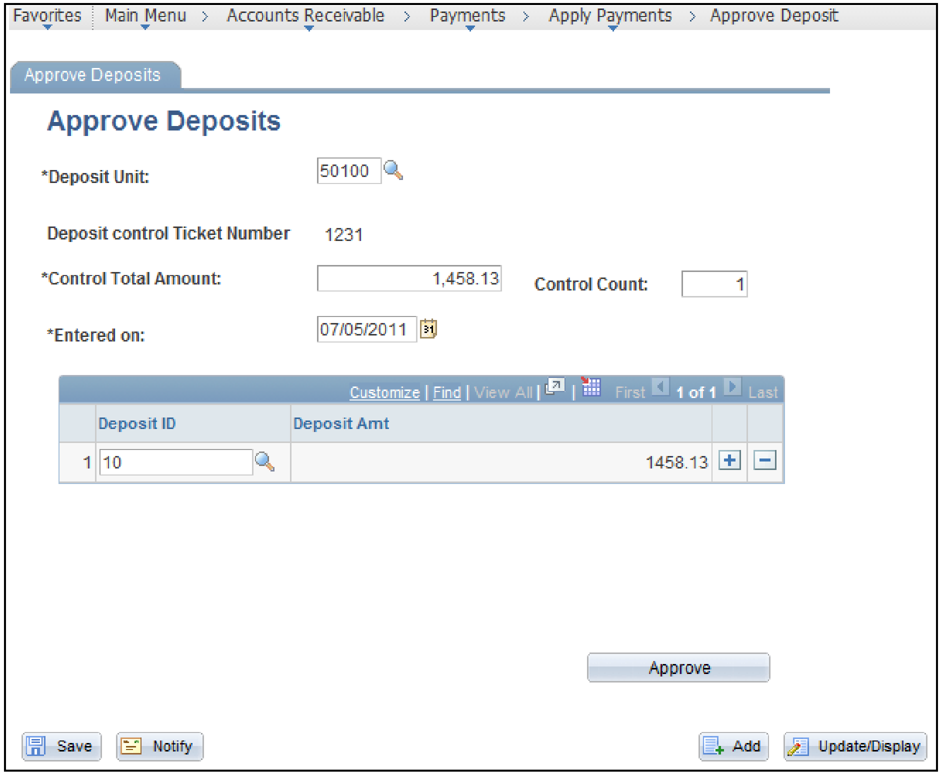
Cardinal ensures that the control amounts match the related totals. If the amounts do match, an approval button becomes available and then a manager can complete the payments by “approving” the deposit certificate.

Lesson 4: Finalizing a Deposit

Topic 1: Finalizing a Deposit

Finalizing a Deposit

Once a deposit has gone through the deposit certificate process and has been approved by a manager, Cardinal will automatically set the worksheet that is created to **Batch Standard** status.


Favorites
Main Menu > Accounts Receivable > Payments > Apply Payments > Approve Deposit
Approve Deposits
Customize | Find | View All |
First 1 of 1 Last
Approve
Save
Notify
Add
Update/Display

Approve Deposits

*Deposit Unit: 50100

Deposit control Ticket Number 1231

*Control Total Amount: 1,458.13 Control Count: 1

*Entered on: 07/05/2011

	Deposit ID	Deposit Amt
1	10	1458.13

Lesson 4: Finalizing a Deposit

Topic 2: Reconciling a Payment

Reconciling a Payment

The receivables update process updates the receivable item, item activity, and generates accounting entries. Once a group of receivable items is posted, the receivable update process creates distribution lines for the items, using the accounting template for the appropriate automatic entry template.

The process creates the items, generates accounting entries, updates item activity, and updates the customer balance.

Lesson 4: Finalizing a Deposit

Lesson Simulation

Entering a Payment

You are now about to view a simulation on entering a regular payment in Cardinal.

Lesson 4: Finalizing a Deposit

Lesson Summary

Lesson Summary

In this lesson, you learned :

- Once a deposit has been properly entered, Cardinal generates a report that lists the deposits and their status.
- A nightly batch process validates deposits related to an approved deposit certificate for processing to GL.

Lesson 5: Deposits Reports and Queries

Introduction

Lesson Objectives

After completing this lesson, you will be able to:

- Describe the key Deposits reports and queries

Lesson 5: Deposits Reports and Queries

Introduction

Lesson Topics

In this lesson, you will learn about the following topics:

- Reports
- Queries

Lesson 5: Deposits Reports and Queries

Topic 1: Reports

Reports

Deposits reports and queries can be run at various intervals. There are numerous Deposits reports available. Three frequently used reports include:

- Deposit Summary
- Payment Summary
- Payment Detail

Lesson 5: Deposits Reports and Queries

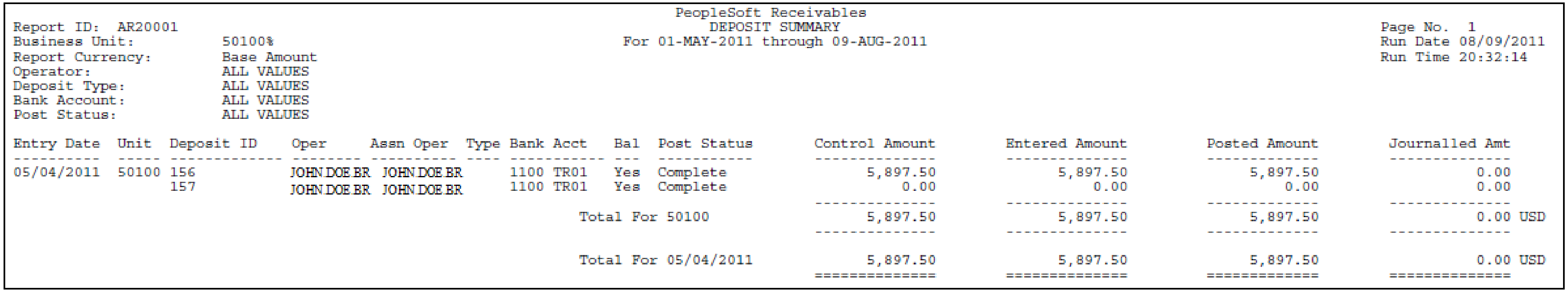
Topic 1: Reports

Deposit Summary

This report lists detailed information for deposits.

You can navigate to this report through the following path:

Accounts Receivable > Payments > Reports > Deposit Control by Entry Date



```
                                                                            PeopleSoft Receivables
Report ID:  AR20001                                                             DEPOSIT SUMMARY                                                              Page No.  1
Business Unit:          50100%                                        For 01-MAY-2011 through 09-AUG-2011                                                    Run Date 08/09/2011
Report Currency:        Base Amount                                                                                                                          Run Time 20:32:14
Operator:               ALL VALUES
Deposit Type:           ALL VALUES
Bank Account:           ALL VALUES
Post Status:            ALL VALUES

Entry Date  Unit  Deposit ID    Oper     Assn Oper  Type Bank Acct   Bal  Post Status       Control Amount        Entered Amount         Posted Amount        Journalled Amt
----------  ----- ------------- -------- ---------- ---- ----------- ---  -----------       --------------        --------------         -------------        --------------
05/04/2011  50100 156           JOHN DOE BR JOHN DOE BR  1100 TR01   Yes  Complete                5,897.50              5,897.50              5,897.50                  0.00
                  157           JOHN DOE BR JOHN DOE BR  1100 TR01   Yes  Complete                    0.00                  0.00                  0.00                  0.00
                                                                                            --------------        --------------         -------------        --------------
                                                                   Total For 50100                5,897.50              5,897.50              5,897.50                  0.00 USD
                                                                                            --------------        --------------         -------------        --------------

                                                                   Total For 05/04/2011           5,897.50              5,897.50              5,897.50                  0.00 USD
                                                                                            ==============        ==============         =============        ==============
```

Lesson 5: Deposits Reports and Queries

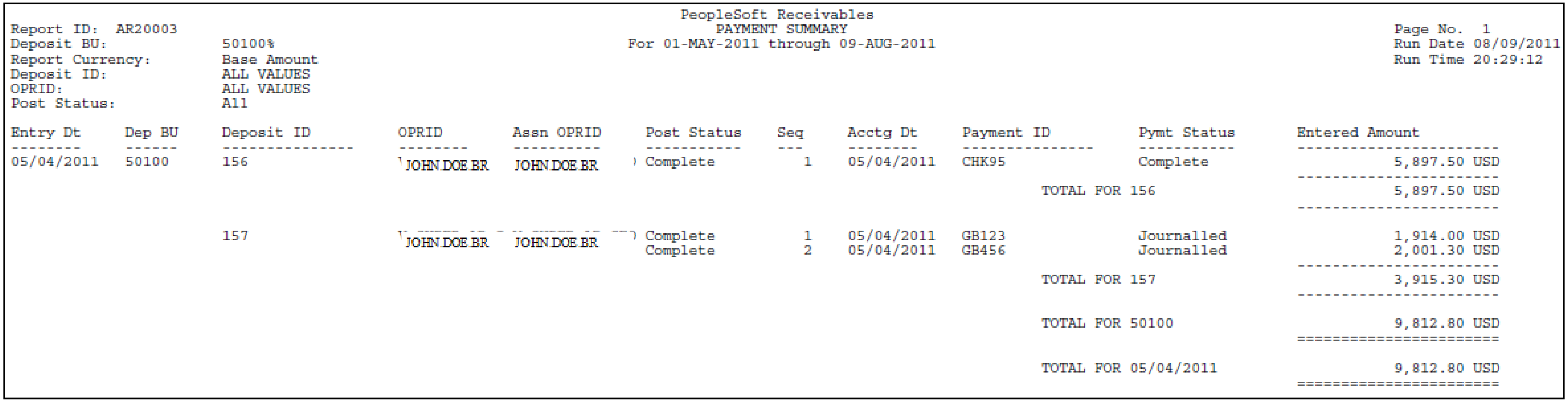
Topic 1: Reports

Payment Summary

This report lists status for all payments within a deposit.

You can navigate to this report through the following path:

Accounts Receivable > Payments > Reports > Payment Summary



```
                                                                            PeopleSoft Receivables
Report ID:  AR20003                                                             PAYMENT SUMMARY                                                              Page No.   1
Deposit BU:             50100%                                        For 01-MAY-2011 through 09-AUG-2011                                                    Run Date 08/09/2011
Report Currency:        Base Amount                                                                                                                          Run Time 20:29:12
Deposit ID:             ALL VALUES
OPRID:                  ALL VALUES
Post Status:            All

Entry Dt     Dep BU     Deposit ID          OPRID        Assn OPRID     Post Status    Seq     Acctg Dt     Payment ID          Pymt Status       Entered Amount
--------     ------     ----------------    --------     ----------     -----------    ---     --------     ---------------     -----------       -----------------------
05/04/2011   50100      156                 JOHN DOE BR  JOHN DOE BR    Complete         1     05/04/2011   CHK95               Complete                     5,897.50 USD
                                                                                                                                                  -----------------------
                                                                                                                     TOTAL FOR 156                           5,897.50 USD
                                                                                                                                                  -----------------------

                        157                 JOHN DOE BR  JOHN DOE BR    Complete         1     05/04/2011   GB123               Journalled                   1,914.00 USD
                                                                        Complete         2     05/04/2011   GB456               Journalled                   2,001.30 USD
                                                                                                                                                  -----------------------
                                                                                                                     TOTAL FOR 157                           3,915.30 USD
                                                                                                                                                  -----------------------

                                                                                                                     TOTAL FOR 50100                         9,812.80 USD
                                                                                                                                                  =======================

                                                                                                                     TOTAL FOR 05/04/2011                    9,812.80 USD
                                                                                                                                                  =======================
```

Lesson 5: Deposits Reports and Queries

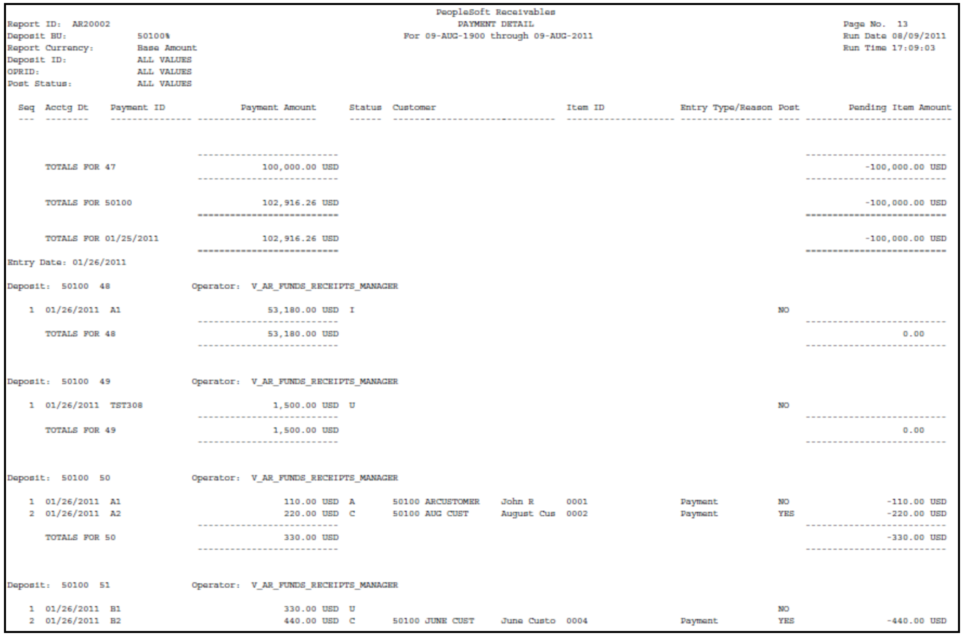
Topic 1: Reports

<u>Payment Detail</u>

This report provides a list of detailed information for all payments within a deposit, such as the payment status and entered amount. The payment details are unavailable if the posting status is unavailable.

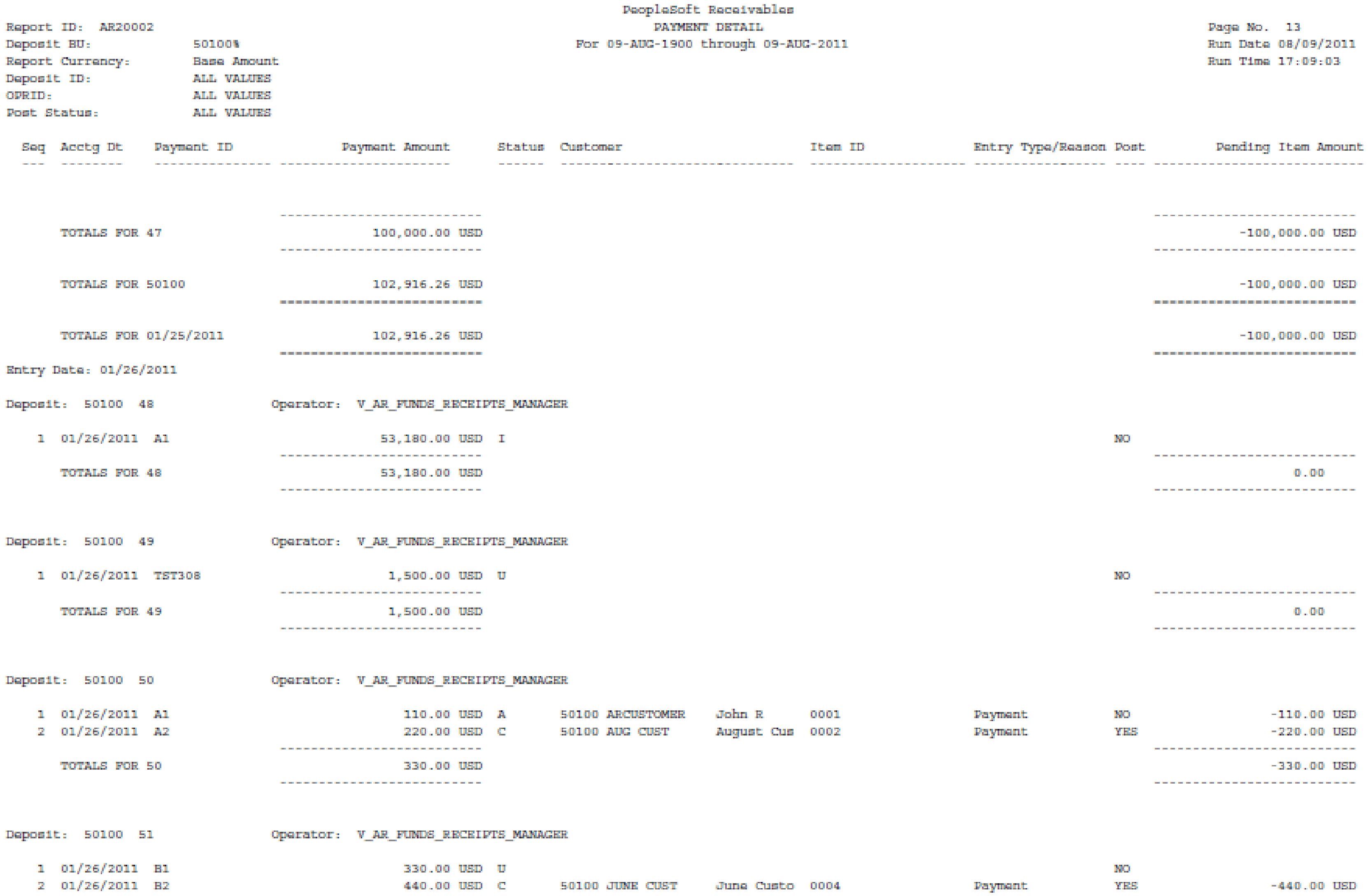
You can navigate to this report through the following path:

Accounts Receivable > Payments > Reports > Payment Detail



```
                                                                               PeopleSoft Receivables
Report ID:  AR20002                                                                PAYMENT DETAIL                                                         Page No.  13
Deposit BU:             50100%                                           For 09-AUG-1900 through 09-AUG-2011                                              Run Date 08/09/2011
Report Currency:        Base Amount                                                                                                                       Run Time 17:09:03
Deposit ID:             ALL VALUES
OPRID:                  ALL VALUES
Post Status:            ALL VALUES

  Seq  Acctg Dt    Payment ID              Payment Amount      Status  Customer                        Item ID              Entry Type/Reason Post         Pending Item Amount
  ---  --------    --------------- ----------------------      ------  ------------------------------  -------------------- ----------------- ---- ---------------------------



                                   --------------------------                                                                                      --------------------------
       TOTALS FOR 47                           100,000.00 USD                                                                                                 -100,000.00 USD
                                   --------------------------                                                                                      --------------------------

       TOTALS FOR 50100                        102,916.26 USD                                                                                                 -100,000.00 USD
                                   ==========================                                                                                      ==========================

       TOTALS FOR 01/25/2011                   102,916.26 USD                                                                                                 -100,000.00 USD
                                   ==========================                                                                                      ==========================
Entry Date: 01/26/2011

Deposit:  50100  48               Operator:  V_AR_FUNDS_RECEIPTS_MANAGER

    1  01/26/2011  A1                           53,180.00 USD  I                                                                              NO
                                   --------------------------                                                                                      --------------------------
       TOTALS FOR 48                            53,180.00 USD                                                                                                        0.00
                                   --------------------------                                                                                      --------------------------


Deposit:  50100  49               Operator:  V_AR_FUNDS_RECEIPTS_MANAGER

    1  01/26/2011  TST308                        1,500.00 USD  U                                                                              NO
                                   --------------------------                                                                                      --------------------------
       TOTALS FOR 49                             1,500.00 USD                                                                                                        0.00
                                   --------------------------                                                                                      --------------------------


Deposit:  50100  50               Operator:  V_AR_FUNDS_RECEIPTS_MANAGER

    1  01/26/2011  A1                              110.00 USD  A      50100 ARCUSTOMER    John R      0001                 Payment           NO                  -110.00 USD
    2  01/26/2011  A2                              220.00 USD  C      50100 AUG CUST      August Cus  0002                 Payment           YES                 -220.00 USD
                                   --------------------------                                                                                      --------------------------
       TOTALS FOR 50                               330.00 USD                                                                                                     -330.00 USD
                                   --------------------------                                                                                      --------------------------


Deposit:  50100  51               Operator:  V_AR_FUNDS_RECEIPTS_MANAGER

    1  01/26/2011  B1                              330.00 USD  U                                                                              NO
    2  01/26/2011  B2                              440.00 USD  C      50100 JUNE CUST     June Custo  0004                 Payment           YES                 -440.00 USD
```

Lesson 5: Deposits Reports and Queries



```
                                                                                PeopleSoft Receivables
Report ID:  AR20002                                                                 PAYMENT DETAIL                                                         Page No.  13
Deposit BU:             50100%                                            For 09-AUG-1900 through 09-AUG-2011                                              Run Date 08/09/2011
Report Currency:        Base Amount                                                                                                                        Run Time 17:09:03
Deposit ID:             ALL VALUES
OPRID:                  ALL VALUES
Post Status:            ALL VALUES

  Seq  Acctg Dt    Payment ID              Payment Amount      Status  Customer                        Item ID             Entry Type/Reason Post         Pending Item Amount
  ---  --------    ---------------- ----------------------      ------  ------------------------------  --------------------  ----------------- ----  ---------------------------


                                   --------------------------                                                                                       --------------------------
       TOTALS FOR 47                           100,000.00 USD                                                                                                  -100,000.00 USD
                                   --------------------------                                                                                       --------------------------

       TOTALS FOR 50100                        102,916.26 USD                                                                                                  -100,000.00 USD
                                   ==========================                                                                                       ==========================

       TOTALS FOR 01/25/2011                   102,916.26 USD                                                                                                  -100,000.00 USD
                                   ==========================                                                                                       ==========================
Entry Date: 01/26/2011

Deposit:  50100  48               Operator:  V_AR_FUNDS_RECEIPTS_MANAGER

    1  01/26/2011  A1                           53,180.00 USD  I                                                                               NO
                                   --------------------------                                                                                       --------------------------
       TOTALS FOR 48                            53,180.00 USD                                                                                                          0.00
                                   --------------------------                                                                                       --------------------------


Deposit:  50100  49               Operator:  V_AR_FUNDS_RECEIPTS_MANAGER

    1  01/26/2011  TST308                        1,500.00 USD  U                                                                               NO
                                   --------------------------                                                                                       --------------------------
       TOTALS FOR 49                             1,500.00 USD                                                                                                          0.00
                                   --------------------------                                                                                       --------------------------


Deposit:  50100  50               Operator:  V_AR_FUNDS_RECEIPTS_MANAGER

    1  01/26/2011  A1                              110.00 USD  A       50100 ARCUSTOMER    John R       0001                 Payment           NO                  -110.00 USD
    2  01/26/2011  A2                              220.00 USD  C       50100 AUG CUST      August Cus   0002                 Payment           YES                 -220.00 USD
                                   --------------------------                                                                                       --------------------------
       TOTALS FOR 50                               330.00 USD                                                                                                      -330.00 USD
                                   --------------------------                                                                                       --------------------------


Deposit:  50100  51               Operator:  V_AR_FUNDS_RECEIPTS_MANAGER

    1  01/26/2011  B1                              330.00 USD  U                                                                               NO
    2  01/26/2011  B2                              440.00 USD  C       50100 JUNE CUST     June Custo   0004                 Payment           YES                 -440.00 USD
```

Lesson 5: Deposits Reports and Queries

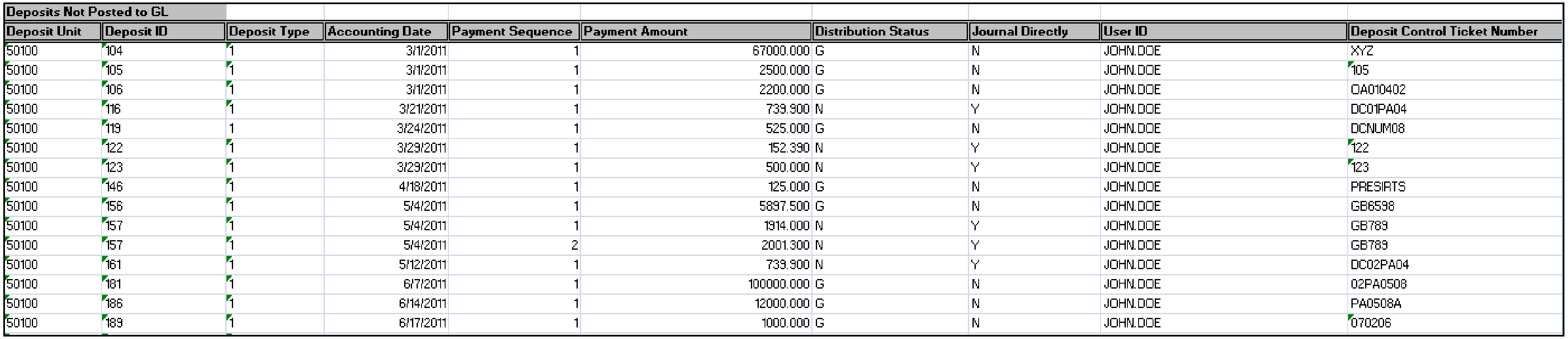
Topic 2: Queries

Deposits Queries

RAR04 Deposits Not Posted To GL: This query shows a listing of all item and direct journal deposits that were not posted to GL. This process can be used to audit the DC custom process to ensure all deposits were posted to GL. The query will accept user inputs of Business Unit, Bank Code, and date range.

You can navigate to this report through the following path:

Reporting Tools > Query > Query Manager



Deposits Not Posted to GL

Deposit Unit	Deposit ID	Deposit Type	Accounting Date	Payment Sequence	Payment Amount	Distribution Status	Journal Directly	User ID	Deposit Control Ticket Number
50100	104	1	3/1/2011	1	67000.000	G	N	JOHN.DOE	XYZ
50100	105	1	3/1/2011	1	2500.000	G	N	JOHN.DOE	105
50100	106	1	3/1/2011	1	2200.000	G	N	JOHN.DOE	OA010402
50100	116	1	3/21/2011	1	739.900	N	Y	JOHN.DOE	DC01PA04
50100	119	1	3/24/2011	1	525.000	G	N	JOHN.DOE	DCNUM08
50100	122	1	3/29/2011	1	152.390	N	Y	JOHN.DOE	122
50100	123	1	3/29/2011	1	500.000	N	Y	JOHN.DOE	123
50100	146	1	4/18/2011	1	125.000	G	N	JOHN.DOE	PRESIRTS
50100	156	1	5/4/2011	1	5897.500	G	N	JOHN.DOE	GB6598
50100	157	1	5/4/2011	1	1914.000	N	Y	JOHN.DOE	GB789
50100	157	1	5/4/2011	2	2001.300	N	Y	JOHN.DOE	GB789
50100	161	1	5/12/2011	1	739.900	N	Y	JOHN.DOE	DC02PA04
50100	181	1	6/7/2011	1	100000.000	G	N	JOHN.DOE	02PA0508
50100	186	1	6/14/2011	1	12000.000	G	N	JOHN.DOE	PA0508A
50100	189	1	6/17/2011	1	1000.000	G	N	JOHN.DOE	070206

Lesson 5: Deposits Reports and Queries

Lesson Summary

Lesson Summary

In this lesson, you learned how to:

- Describe the key Deposits reports and queries

Lesson 6: Deposits Hands-on Practice

Course Summary

Simulation

You can now run the UPK simulations you have viewed in this course. This simulation will go back to every topic you have explored so far. You have 20 minutes to run the simulation.

Following this simulation, please refer to your Activity Guide to complete all the required exercises in Creating and Maintaining Deposits. You are encouraged to note all your questions and ask them to the instructor after completing all the exercises.

Open the **UPK** file on the **Desktop** to begin the simulation.

AR326: Creating and Maintaining Deposits

Course Summary

Course Summary

In this course, you learned how to:

- Define basic deposits terms
- List the different types of payments that can be entered into Cardinal
- Explain how maintaining deposits fits into the end-to-end process for Cardinal
- Explain how vendor processing integrates with Accounts Receivable
- Explain how deposits interfaces with other systems outside of Cardinal
- List the roles involved in the deposits process and describe tasks that each role performs
- Describe key reports and queries

AR326: Creating and Maintaining Deposits

Course Evaluation

Course Completed

Congratulations! You have completed the AR326: Creating and Maintaining Deposits course. Please use the evaluation link to assess this course.